DICTATION
and TRANSCRIPTION

Speed/Script
SECRETARIAL SHORTHAND

by Kenneth L. Short

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SPEED/SCRIPT SECRETARIAL SHORTHAND DICTATION AND TRANSCRIPTION

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DICTATION and TRANSCRIPTION

THEORY WORKBOOK

Speed/Script SECRETARIAL SHORTHAND

by Kenneth L. Short

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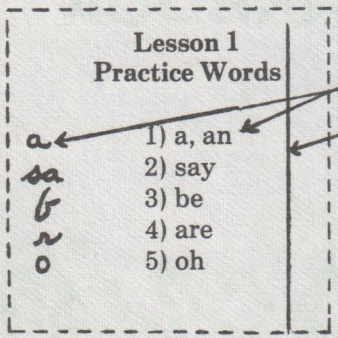
INSTRUCTIONS FOR USE OF WORKBOOK

1. PRACTICE WORDS:



(1) Read the words
(2) Write the words
(3) Fold page on vertical line
(4) Compare what you wrote with outline on foldout
(5) Unfold and turn the page
(6) Continue writing the *correct* outline on the back of the page; *say* the word out loud as you write it *correctly*.

2. READING AND WRITING EXERCISES:

Write the exercise as correctly as you can in your stenographer's notebook. Compare your notes with those for the reading and writing exercise which appear in the Speed/Script Theory manual.

LESSON 1
PRACTICE WORDS

1) a, an
2) say
3) be
4) are
5) oh
6) know, no
7) you
8) I
9) may
10) own
11) why
12) way, weigh
13) high
14) fee
15) sigh
16) tea
17) few
18) buy, by
19) away
20) aid
21) egg
22) edit
23) ahead
24) visit
25) whole
26) done
27) men
28) paid
29) bill
30) revenue

1) a
2) aa
3) b
4) r
5) o
6) no
7) u
8) v
9) ra
10) on
11) y
12) ya
13) he
14) fe
15) se
16) le
17) fu
18) be
19) aya
20) ad
21) eg
22) edl
23) ahd
24) rzl
25) hl
26) dw
27) m
28) pd
29) fl
30) rrnu

LESSON 1
PRACTICE WORDS (Cont.)

31) yellow
32) do
33) who
34) lie
35) new
36) funny
37) copy
38) heavy
39) money
40) happy
41) body
42) gay
43) give
44) gallon
45) gone
46) gauge
47) gem
48) age
49) manage
50) message
51) damage
52) edge
53) judge
54) budget
55) gadget
56) wedge
57) piece
58) civil
59) office
60) solicit

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LESSON 1
PRACTICE WORDS (Cont.)

61) college
62) column
63) cue
64) civic
65) check
66) each
67) chosen
68) chap
69) attach
70) which
71) touch
72) such
73) rich
74) see
75) am, him
76) in, not
77) is, his, us
78) with
79) been, but
80) of
81) the
82) well
83) your
84) day
85) it
86) has, as
87) at
88) be
89) have, having
90) of the

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LESSON 1
PRACTICE WORDS (Cont.)

91) I see
92) I am
93) you are
94) he is
95) I have

91) we
92) is
93) we're
94) es
95) we

6. Key to Reading and Writing Exercise 1

1) You see I am in college.
2) The damage is done
3) Each of the men is well.
4) Your load is heavy.
5) I say you are fun[1]ny.
6) I have a copy of the bill.
7) May I see the copy of the check?
8) I see why you are not in college.
9) You[2] are not happy with him.
10) The men are chosen by lot.
11) He has gone away.
12) He may meet me at home.
13) Does Lee own a[3] home?
14) The tea is hot.
15) Ray may leave in a day.
16) Amy is home.
17) You paid your bill by check.
18) He paid money.
19) Don* may meet me[4] at 9.
20) Dean* owns a boat.
21) The sale took the whole day.
22) Ray paid a high bill.
23) He paid him a visit
24) The gadget is a[5] gem.
25) The column is high.
26) He is a happy chap.

**From the context we can tell if the missing vowel is long or short; however, with proper names we include medial long vowels and eliminate short ones when necessary.*

NOTES

LESSON 2
PRACTICE WORDS

1) lash
2) fish
3) show
4) shallow
5) shadow
6) shop
7) push
8) shack
9) shape
10) sheet
11) shoe
12) dish
13) chop
14) chill
15) chicken
16) choose
17) chief
18) match, much
19) phone
20) photo
21) physics
22) phonetic
23) phobia
24) philosophy
25) then
26) them
27) thief
28) though
29) which
30) white

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LESSON 2
PRACTICE WORDS (Cont.)

31) when
32) what
33) where
34) while
35) won
36) tube
37) tool
38) to, two, too
39) tune
40) for
41) forth
42) form
43) formal
44) forgive
45) forbid
46) force
47) foreign
48) foresee
49) forgotten
50) fork
51) forfeit
52) formula
53) forget
54) forgot
55) before
56) deform
57) reform
58) effort
59) afford
60) rate

31) vw
32) v@
33) vr
34) vl
35) 1
36) 2b
37) 2l
38) 2
39) 2w
40) 4
41) 4l
42) 4s
43) 4sl
44) 4gw
45) 4bd
46) 4e
47) 4w
48) 4c
49) 4glw
50) 4s
51) 4fl
52) 4sla
53) 4gl
54) 4gl
55) b4
56) d4s
57) r4
58) e4l
59) a4d
60) r8

LESSON 2
PRACTICE WORDS (Cont.)

61) hate
62) ate
63) mate
64) fate
65) date
66) fortunate
67) locate
68) man
69) why
70) we, was
71) were
72) woman
73) and
74) would
75) letter
76) well
77) she
78) there
79) they
80) to be
81) it is
82) we would
83) he was
84) we were

61) hθ
62) θ
63) ɔθ
64) fθ
65) dθ
66) tc
67) lθ
68) m
69) y
70) w
71) v
72) vm
73) t
74) d
75) l
76) l
77) ʒ
78) r
79) la
80) lb
81) ls
82) wd
83) ew
84) wv

11. Key to Reading and Writing Exercise 2

1) We would like to locate the company there.
2) Did you see the shop that he runs?
3) What do you see in the shack?
4) Show us[1] the big, shallow dish that you have.
5) The thief ran away to see his wife.
6) The waves lash the beach.
7) Push the phone away and[2] then use it.
8) Give them some money with which to shop.
9) They put the thief in jail.
10) He did not receive the letter we have[3] written to you.
11) Did you forget the formula which we gave you?
12) The police force did not foresee that the thief would[4] be there.
13) He did forfeit his rights when he was in the foreign shop.
14) The thief did reform when he was in jail.
15) He made[5] an effort to see us before we met him.
16) He has a date with the men at 9.
17) We were fortunate to see the[6] man before he was gone.
18) He won the match and got much money.
19) Fate did deform him, but he was fortunate that he[7] could get a job.
20) He met his mate by fate.
21) She made an effort to forgive him for the bad letter he wrote.
22) He did[8] see the fork in the road.
23) She wrote a formal letter to the men who were there.
24) He has been in the Navy for some[9] time.
25) Force the foreign men to tell what they know.
26) Did the woman arrive there at 10?
27) Which of the women are in the[10] company?
28) The catalog was read by the president of the railroad company.
29) He is a doctor,[11] and he is with the company.
30) The tool company has a shop there.

NOTES

LESSON 3
PRACTICE WORDS

1) blue
2) black
3) clue
4) close
5) cloth
6) flow
7) flat
8) flame
9) glow
10) glad
11) gleam
12) plane
13) place
14) plate
15) slap
16) slow
17) slowly
18) highly
19) able
20) ably
21) enable
22) capably
23) beautiful
24) beautifully
25) people
26) simply
27) logical
28) logically
29) brag
30) broth

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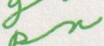
15) 
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LESSON 3
PRACTICE WORDS (Cont.)

31) break
32) crush
33) crow
34) crack
35) dress
36) dry
37) drop
38; fresh
39) freedom
40) free
41) freely
42) grow
43) grab
44) graph
45) prize
46) price
47) pretty
48) trip
49) truly
50) train
51) sky
52) scoop
53) schedule
54) scribble
55) scrape
56) scrub
57) scratch
58) billed
59) played
60) showed

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LESSON 3
PRACTICE WORDS (Cont.)

61) traded
62) proved
63) selling
64) heading
65) crushing
66) flying
67) anything
68) nothing
69) knowing
70) something
71) increasingly
72) seemingly
73) pleasingly
74) decidedly
75) feelings
76) headings
77) clippings
78) will
79) willingly
80) shall
81) full
82) fully
83) go, good
84) else
85) our, hour
86) value
87) that
88) necessary
89) necessarily
90) on

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LESSON 3
PRACTICE WORDS (Cont.)

91) only
92) succeed, success
93) successfully
94) satisfy
satisfactory
satisfaction
95) satisfactorily
96) figure
97) paid
98) page
99) corporation

91) oe
92) suc
93) sucfe
94) sal
sal
sal
95) sale
96) fcq
97) pd
98) pg
99) corp

16. Key to Reading and Writing Exercise 3

1) The blue cloth is pretty.
2) The slow train is at the railroad depot.
3) Only three of the men were there on time.
4) They are[1] going at 7 p.m. to see the athletes play the game.
5) The prize is a ski lodge on the ski slope.
6) The heavy plane[2] was on the runway for one hour before takeoff.
7) Please see to it that we have the glue for the project, which we should[3] finish soon.
8) It is a beautiful day, and we shall go sailing soon in the black boat which Tom has finished making.[4]
9) The schedule was made by a capable woman in the office.
10) It was a fresh approach to the problem.
11) Scrape and[5] scrub the bottom of the pan to clean it well.
12) You will please see to it that we have enough clean clothes to take with us[6] on the trip.
13) Plan a trip to Britain for a beautiful season.
14) You are decidedly right to plan the schedule[7] as you did.
15) A slow boat to Brazil will be pleasing to the people on the office force.
16) We shall be glad to go[8] with you to the free trade show to see the clay figures.
17) The breeze was pleasing, and the sky was blue when we were playing[9] ball.
18) We did willingly go to the show, and it proved to be pleasing to the eye.
19) He was youthful but capable[10], and he did a good job in planning the show for the men.
20) She screamed when she was at the ski lodge; the flames engulfed them[11] before she knew what was happening.
21) The glow of the flames lit the whole place.
22) The baby cried when he was dropped by the[12] brave, youthful man.

23) The price of the dress was so high that she did not pay for it by cash. She paid by check.
24) The grain was[13] fresh and made good food for the animals.
25) Skip page 2 of the schedule and then read on to finish it.
26) He did that job so[14] well that they decided to train him for a job in the shoe shop, selling shoes to people.
27) He was a satisfac[15]tion to the people who trained him in the shop; he was a success, and he was valuable to the men who owned[16] the corporation.
28) He was necessary and valuable to that corporation; he was truly successful[17] in his efforts to please.
29) No one else was so valuable to the company. Only he was so successful.
30) The[18] headings on the schedule should be in capital letters. The clippings should be placed on the page before the one we[19] showed you.

LESSON 4
PRACTICE WORDS

1) spell
2) spine
3) Spain
4) speed
5) space
6) speak
7) specific
8) speech
9) clasp
10) grasp
11) gasp
12) wasp
13) split
14) splice
15) splash
16) spray
17) spruce
18) spread
19) staff
20) stage
21) stagnate
22) steak (stake)
23) still
24) step
25) best
26) rest
27) fast
28) cast, cost
29) insist
30) last

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LESSON 4
PRACTICE WORDS (Cont.)

31) stay
32) star
33) stir
34) start
35) struck
36) master
37) faster
38) astronaut
39) yesterday
40) plaster
41) monster
42) demonstrate
43) instruct
44) act
45) exempt
46) respect
47) except
48) next
49) attempt
50) adopt
51) kept
52) left
53) text
54) prompt
55) gift
56) draft
57) swift*
58) pretext
59) old
60) cold

**Notice s+w stroke is formed as 1 stroke.*

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LESSON 4
PRACTICE WORDS (Cont.)

90) as much as
91) as much as possible
92) inasmuch as
93) stamped,
addressed envelope

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92)

93)

21. Key to Reading and Writing Exercise 4

1) The staff at the hospital were happy to do the job for us when we insisted that they have it done by 3.[1]
2) We finished the rest of the stew and then we rested for two hours.
3) Speak in a low tone when you give your speech before[2] that group of people.
4) Tell us the way in which we are to spray the spruce tree so that it will not die.
5) Spread the medi[3]cine on your spine as fast as you are able to.
6) He is the master of his fate; he demonstrated that fact to[4] us yesterday.
7) Please see that the valuable realty in your state does not stagnate; sell it soon.
8) Tell him to use[5] the plaster to patch the break in the step and then test it for strength.
9) The stew was good, but the steak was a little[6] tough.
10) The men were opposed to the lack of new homes available to the people in that vicinity; the ci[7]ty did nothing to help the men build in that locality.
11) He spread the chemical on the grass with speed, but it[8] stuck in specific places, and the finished project was not successful.
12) We decided to ship the goods by fast[9] freight to the railroad depot.
13) Let us ask for a little help with that project for the association. The men[10] who are associated with that company are capable and have much ability.
14) Acknowledge the letter[11] that we wrote to you yesterday. If you do not do so, we will be in a state of shock, and we will have to[12] insist that you are putting him off.
15) We ask that you go to visit him at the rest home; if not, the staff at the rest[13] home will insist that we take him home in two days.
16) The men in the society in that city live in the[14] same vicinity in that locality.
17) The astronaut traveled faster and faster in space to demonstrate[15] the ability of the space ship.

18) It was a pity to watch as he gave a gasp, lost his speech, and then stepped off[16] the stage.
19) The last act of the play was the best one, and it lasted an hour; we stayed till the men were gone.
20) Our little ship[17] seemed to have as much strength as the big one. He helped his wife clean the ship.
21) We live on that street, which is on the avenue where[18] they sell the merchandise you need. We buy that merchandise by the gallon.

LESSON 5
PRACTICE WORDS

1) please
2) receive
3) desks
4) last
5) week
6) promised
7) ship
8) would
9) time
10) May
11) manager
12) receipt
13) corporation
14) associate, association
15) appreciate
16) that
17) meeting
18) merchandise
19) what
20) best
21) place
22) glad
23) woman
24) satisfy, satisfaction, satisfactory
25) inasmuch as
26) people
27) spoke
28) schedule
29) headings

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LESSON 5
PRACTICE WORDS (Cont.)

30) capital
31) letter
32) necessary
33) clippings
34) they
35) split
36) specific
37) stated
38) astronaut
39) demonstrate
40) technical
41) aspects
42) must
43) instruct
44) attempt
45) pretext
46) shall
47) hold
48) promise
49) stick
50) acknowledge
51) their, there
52) stamped, addressed envelope
53) enclosed
54) society
55) city
56) pity
57) discuss
58) respect
59) fold

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LESSON 5
PRACTICE WORDS (Cont.)

60) suggest
61) start
62) product
63) as many as
64) successful
65) blue
66) cloth
67) dress
68) grain
69) truly
70) thrive
71) increasingly
72) only
73) savings
74) try
75) decidedly
76) valuable
77) anyone
78) else
79) sample
80) script
81) able
82) into
83) if
84) president
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87) photo
88) thief
89) stole

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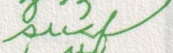
64) 
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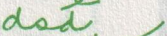
76) 
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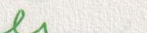
79) 
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LESSON 5
PRACTICE WORDS (Cont.)

90) was, we
91) police
92) forfeited
93) foreign
94) today
95) office
96) willingly
97) designate
98) master
99) physics
100) black

90) w
91) pls
92) 4fi
93) 4n
94) 2d
95) ofs
96) 2
97) dzgnt
98) Q
99) fzn
100) b

25. Key to Reading and Writing Exercise 5

1) Dear Sir:

Please see to it that we receive the three desks which we asked for in our letter to you of last week. You prom[1]ised that you would ship them to us on time. If we do not receive them by next week, we shall not buy them.

38 WORDS Yours truly,

2) Gentlemen:

On May 15 Ann Yates will reach the age of 65. She will leave our association at that time.[1] It would be nice for the staff to buy a gift and give it to Ann. She would truly appreciate it.

40 WORDS Yours respectfully,

3) My dear Sir:

I am happy to tell you that on May 5 I will see you at the meeting of the associa[1]tion. At that time I shall show you our merchandise and hope that you will buy something. You will like what we have to show[2] you.

44 WORDS Sincerely yours,

4) Gentlemen:

The glue that we make is the best glue available. We should like to show it to you at our meeting[1] next week. It will take place in our shop on 16th Street and 7th Avenue.

33 WORDS Cordially,

5) Dear Sirs:

We are glad to see that the woman, who applied for the job at your shop, is there. She is capable, she[1] has much ability, and she will prove to be satisfactory for the job. The people in the last company[2] with which she was associated speak highly of the woman.

54 WORDS Yours sincerely,

6) Gentlemen:

The headings in the schedule which you made should be in capital letters. It is necessary to[1] add some clippings to the schedule to make it legible; anything which you do to make it a success will sat[2]isfy us.

42 WORDS Yours truly,

7) Dear Sir:

The corporation paid much money for the figures which were given them. They must split the profits three ways,[1] but they are happy to do so. Their specific reasons for doing so are not stated on the sheet, but we know why[2] they did it.

46 WORDS Respectfully yours,

8) Dear Sir:

Please see to it that the astronauts demonstrate the technical aspects of the test. They must instruct the[1] men on the specific details which they need to know. We shall give any help which might be needed.

41 WORDS Yours truly,

9) Dear Sir:

Any attempt to stop us in our efforts to adopt that plan will be taken as a pretext, and we[1] shall hold you to the promise which you gave us last week. Please see to it that you stick to the plan which you pro[2]mised.

44 WORDS Sincerely yours,

10) Dear Madam:

Inasmuch as we promised you the goods on May 21 and we could not ship them on that day, we shall[1] make good our promise and let you have them soon. Please acknowledge their receipt when you get

them, and use the stamped, addressed[2] envelope which we are enclosing in this letter.

51 WORDS Yours truly,

11) Dear Sir:

The society which you are in meets in this city on May 14. It would be a pity if you[1] could not be there when they meet. They will discuss problems which they have with respect to the old people in their fold. May[2]be you will be able to help them solve the many problems which they have. We suggest that you be there at that time.

63 WORDS Re[3]spectfully yours,

12) Dear Madam: .

Do your best to start a little company in your own home by buying our product and selling it[1] in your home. Many people have done this and are successful in their efforts. They have made much money and acknowl[2]edge the plan as satisfactory. Let me demonstrate to you the best results you will get with this merchandise.

63 WORDS Yours[3] truly,

13) Mesdames:

Have you seen our new cloth dresses? They are fine merchandise and will look good on you. We make mostly blue cloth[1] dresses, but there are some made in black. We shall be glad to ship a few to you if you will let us know when to do[2] so. Use the enclosed,stamped, addressed envelope.

55 WORDS Respectfully yours,

14) Dear Sir:

We grow grain which is truly the best available. Your livestock will like this grain and will thrive on it. You will[1] not be dissatisfied with our product. We

have the best grain in Britain. We have been selling this product for some[2] time, and the people who buy it are increasingly pleased with it. Try some today.

61 WORDS Cordially,

15) Dear Madam:

Only you and you alone will be the judge of the savings you will make when you buy our goods. You will[1] decidedly see that our goods are the best available for the money. We will prove to you that they are val[2]uable and are fully two times as satisfactory as anyone else's goods.

57 WORDS Sincerely yours,

16) Dear Sirs:

I am mailing you a sample of the script which I have finished. I hope that you will like it and that you will[1] remit a check to me for what I have done. I will fly the rest of the book to you by plane when I have finished[2] it.

44 WORDS Cordially yours,

17) Dear Doctor:

Late next week I shall see you for a visit to see if I am well. I have not been feeling too good[1] and maybe you will be able to help me. I shall phone you to see if you are able to fit me into your[2] schedule.

44 WORDS Yours sincerely,

18) Dear Sir:

Please remit by check what you owe us; if not, it will be necessary for us to get in touch with our[1] president to see what he will do. It would be wise for you to pay us soon so that it will not be necessary[2] for us to take steps which would not be to your liking.

52 WORDS Sincerely yours,

19) Dear Sir:

Phone the president of the company and tell him we[1] have a photo of the thief, which he asked for. We have located the formula which the thief stole and which was forfeited by the police. It is a foreign pho[2]to with a shadow on it which does not make it too satisfactory. We hope the president will be happy with[3] it.

62 WORDS Yours truly,

20) Dear Madam:

The manager of the corporation was in his office today when you were there. He paid the bill[1] for the goods which we received on May 20. Please see that we get a receipt for his check.

40 WORDS Respectfully,[2]

21) Dear Sir:

We shall willingly designate Dean Johns as the manager of the company. He is a master in[1] the field of physics. Please let him know of the plans we have for him.

33 WORDS Cordially,

NOTES

LESSON 6
PRACTICE WORDS

1) auto
2) raw
3) saw
4) taught
5) law
6) draw
7) lawn
8) ball
9) tall
10) wall
11) hall
12) call
13) although
14) toy
15) soil
16) coin
17) loyal
18) boy
19) enjoy
20) noise
21) choice
22) invoice
23) destroy
24) foe
25) toe
26) show
27) Joe
28) Jones
29) joins
30) joy
31) loud
32) growl
33) cow
34) down

1) alo
2) ra
3) sa
4) lal
5) la
6) da
7) lan
8) bal
9) lal
10) val
11) hal
12) <al
13) allo
14) lo
15) sol
16) <on
17) lol
18) bo
19) njo
20) noz
21) cos
22) nvos
23) @o
24) fo
25) lo
26) zo
27) k
28) jons
29) joñs
30) jo
31) lod
32) gal
33) <a
34) dan

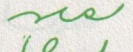
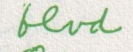
LESSON 6
PRACTICE WORDS (Cont.)

35) fowl
36) south
37) drown
38) town
39) quite, quit
40) quilt
41) queasy
42) qualified
43) annual
44) quiet
45) fuel
46) ruin
47) actual
48) actually
49) radio
50) medial
51) graduate
52) create
53) audio
54) encyclopedia
55) how, out
56) about
57) those
58) these
59) cause
60) because
61) difficult
62) difficulty
63) frequent, ly
64) look
65) man
66) certificate

35) fal
36) 5
37) d ow
38) lan
39) gl
40) gll
41) gze
42) glfi
43) aul
44) gil
45) jul
46) run
47) axul
48) axu
49) rdo
50) rdl
51) g dt
52) < o
53) ado
54) rsx pda
55) a
56) ba
57) lz
58) lez
59) iz
60) bkz
61) dfx
62) dfxe
63) bg
64) lo
65) m
66) cerl

LESSON 6
PRACTICE WORDS (Cont.)

67) minimum
68) maximum
69) miscellaneous
70) boulevard
71) house
72) howl
73) outsold
74) outline
75) outgoing
76) outing
77) outlaw
78) outsell
79) outlet
80) outlook
81) outfit
82) doubt
83) without
84) outside
85) outbid
86) outlast
87) how is he
88) how are you
89) how did
90) how have you
91) how will he
92) how would they
93) how have you been
94) how will she
95) how shall I
96) how is there

67)
68)
69)
70) 
71) 
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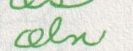
75) 
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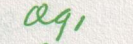
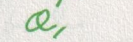
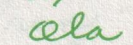
77) 
78) 
79) 
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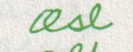
81) 
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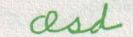
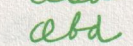
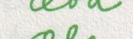
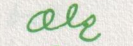
88) 
89) 
90) 
91) 
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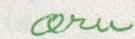
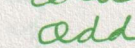
93) 
94) 
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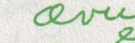
96) 

LESSON 6
PRACTICE WORDS (Cont.)

97) how was he
98) how is it
99) as soon as
100) as soon as possible

97) ave

98) est

99) znz

100) znzp

31. Key to Reading and Writing Exercise 6

1) They were taught the law in their classes last week, but the boys have not been able to follow the reasoning. How will[1] they be able to pass the test?
2) The boys who saw the coins on his desk were actually quite happy to help him[2] keep the secret, and they told no one about it.
3) The quiet that followed the noise in the hall was a relief to[3] the people in the room.
4) How would they feel if they were ruined by that fuel company? I am sure that they would be[4] quite sad, and they would have a queasy feeling.
5) The boy was loyal to the men who gave him a job.
6) About 30 men applied[5] for the job, but the man whom they chose was the best one. Their choice was good because he actually was well qualified.[6]
7) The soil in that lawn was tested by a company which is reliable; the tests showed that the lawn needed acid to[7] be added to it.
8) He lived in the south of the town; his house was downtown where it was quite noisy and not too enjoyable.[8]
9) Because of foul play, we shall destroy our foe by ruining him with the company downtown.
10) How will he be able to deal[9] with all those loud boys at the ball game?

11) Dear Sir:

Please see to it that we are told about any autos which are not inspected annually; all autos are[1] supposed to be examined without fail. There is no doubt that someone will not follow the law. We shall strictly[2] enforce the law and outlaw all those autos which actually do not have this annual check.

61 WORDS Yours truly,

12) Gentlemen:

How did you manage to destroy the invoice which we shipped to you last week? Without doubt,

that is not law[1]ful; we have no choice but to call in the police and force you to pay the bill.

41 WORDS Sincerely yours,

13) Dear Madam:

Your fuel bill has not been paid as yet, and although we do not enjoy writing letters, we have to[1] do so because we must have the money by next week. Please see to it that you remit as soon as possible; if[2] not, we shall have no choice but to create a law suit.

59 WORDS Yours sincerely,

14) Gentlemen:

Our annual meeting of the association will be held in the hall which the association[1] uses on South Boulevard. We shall be taught all the rules which the by-laws of the association have laid down.[2] We have all been taught that laws are to be followed strictly, and without doubt, this outline will help all of us to out[3]law anyone who does not follow them.

68 WORDS Sincerely yours,

15) Gentlemen:

The outgoing president of the company has asked me to tell you that the outlook for the com[1]pany is good. This year we have outsold all the companies who make the same product which we do, and we hope to[2] do the same next year. Please see to it that all our men remain loyal to our company.

61 WORDS Respectfully yours,

16) Dear Sir:

The Hoyle Toy Company wishes to tell all their associates that they are outlawing the practice of[1] copying their merchandise. The laws will be strictly enforced, and all who steal from them will be prosecuted.[2]

40 WORDS Yours truly,

17) Dear Madam:

These days of high prices cause us to reflect about the difficulty of keeping our family clothed[1] and well fed. Frequently we have trouble getting these necessities for them. How shall we solve this problem? We should[2] look for the man who will help us do so, the next president, John Towns. A vote for him means a vote for prosperity.[3]

65 WORDS Sincerely yours,

NOTES

LESSON 7
PRACTICE WORDS

1) common
2) accommodate
3) conform
4) conformity
5) conflict
6) count
7) county
8) account
9) collect
10) community
11) counsel, council
12) introduce
13) entry
14) extent
15) intelligent
16) tent
17) bent
18) hint
19) sent
20) comment
21) accomplishment
22) statement
23) intimate
24) entitle
25) appointment
26) efficient
27) payment
28) quantity
29) consistent
30) eventually

1)
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30)

LESSON 7
PRACTICE WORDS (Cont.)

31) ending
32) defendant
33) command, commend
34) demand
35) tend
36) hind
37) band
38) send
39) compound
40) bound
41) funds
42) amend
43) action
44) rational
45) profession
46) distribution
47) demonstration
48) attention
49) professional
50) intentional
51) contemplation
52) situation
53) can, come, came
54) comfort
55) comfortable
56) definite, ly
57) independent, ce
58) question
59) already
60) also

31)),
32) df),
33) <)
34) ds)
35) l)
36) h)
37) b)
38) s)
39) <pa)
40) ba)
41) f)s
42) a)
43) a<3
44) r3
45) p f3
46) @b3
47) d s@3
48) a<3
49) p f3
50) 23
51) <tp3
52) s<3
53) <
54) <4
55) <4b
56) dfr
57) rd
58) g
59) alr
60) eso

LESSON 7
PRACTICE WORDS (Cont.)

61) always
62) became, become
63) income
64) bill of lading
65) manuscript
66) postscript
67) f.o.b.
68) c.o.d.
69) amount
70) induce
71) indoctrinate
72) indispensable

61) als
62) bc
63) nc
64) b-l
65) ns
66) ps
67) fob
68) cod
69) asl
70) Is
71) Isrnt
72) Is—b

38. Key to Reading and Writing Exercise 7

1) The city council will settle the conflict and will conform to the rules of the law.
2) The defendant will be[1] taken to the city jail where he will be prosecuted to the full extent of the law. The county will pro[2]vide counsel to defend him.
3) We demanded a statement by the plaintiff to the effect that he was entitled[3] to counsel appointed by the county.
4) The community chest will give money to needy people if they[4] will send a letter to the attention of the President. Distribution of funds will be made as soon as pos[5]sible.
5) We can take comfort in the fact that his actions were not intentional; there was no time for contempla[6]tion of the problem.
6) There is no question but that we shall definitely be at your home by 3 p.m. John will also[7] be with us.
7) Dear Sir:

   May we call to your attention the fact that we have accommodated you for two weeks and have received[1] no money. Please see to it that we get what we are entitled to; if we do not, we shall have to take action.

   47 WORDS Yours[2] truly,

8) Gentlemen:

   We are trying to collect funds for the county. We are sending you this letter so that you can com[1]ment on the ways in which we can accomplish this. Please give us your professional counsel so that our fund-raising[2] drive will be successful.

   47 WORDS Yours sincerely,

9) Dear Madam:

   Would you like to add to your income? You can definitely do so by sending back the form, which we[1] are sending you, with your check. You will then be en-

titled to the best professional counsel that is avail[2]-able in this county. Eventually you will be independently wealthy. See to it that you send in your pay[3]-ments promptly.

62 WORDS Sincerely yours,

10) Dear Sir:

I am sending back your manuscript to you so that you can make the revisions which I have noted on[1] the back of the manuscript. The manuscript is already too big, and I must ask you to cut it a little. There[2] is no question that it will be successful if you follow my instructions. Also add a postscript to the ending.[3]

66 WORDS Yours truly,

11) Dear Sir:

Please amend the bylaws of your association to read as follows: a bill of lading will be sent[1] with all letters; all merchandise will be sent c.o.d.; the quantity of the goods will be on each statement; all[2] bookkeeping entries must be made in the cash book.

51 WORDS Yours truly,

12) Dear Sir:

Don Jones is a good man to have in our company. His accomplishments are many, and he has an in[1]timate knowledge of all aspects of our association. He is always in command of the situation.[2] He has introduced good points at our meetings and most of his actions are rational and professional. Please see[3] to it that he is appointed manager of the company.

74 WORDS Respectfully yours,

13) The postscript at the end of that letter was not consistent with the rest of the letter. It really confused the[1] issue.
21 WORDS

14) The band of men in the compound were common criminals. They did not conform to the code of ethics which[2] we started.
20 WORDS

15) The merchandise was billed f.o.b. Chicago, not f.o.b. Albany. Please send the bill of lading[3] which accompanied the merchandise.
25 WORDS

16) The certificate for the merchandise stated the minimum, not the max[4]imum amount allowable. Any miscellaneous item was added as a postscript at the end of the letter.[5]
35 WORDS

17) There was no hint of jealousy in his letter. His comments were definitely a demonstration of his[6] loyalty to the community and one of conformity to the laws of the county.
37 WORDS

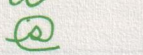
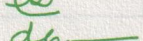
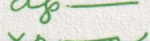
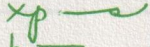
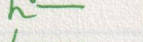
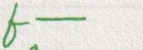
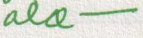
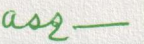
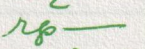
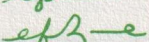
18) Although he is in[7]telligent, he is not too efficient at his job. We may have to replace him with someone else.
21 WORDS

19) We shall induce[8] the president to indoctrinate the new man into the company to such an extent that he will become[9] indispensable. We shall all help to achieve this end.
32 WORDS

NOTES

LESSON 8
PRACTICE WORDS

1) dance, dense
2) store
3) dispense
4) expenses
5) hence
6) fence
7) allowance
8) assistance
9) response
10) efficiency
11) proficiency
12) since
13) intelligence
14) responsible
15) insurance
16) assurance
17) agency
18) bonus
19) previous
20) famous
21) famously
22) tremendous
23) tremendously
24) conscious
25) consciously
26) gracious
27) graciously
28) ambitious
29) contagious
30) ring

1)
2) 
3) 
4) 
5) 
6) 
7) 
8) 
9) 
10) 
11) 
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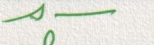
14) 
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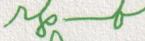
16) 
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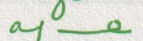
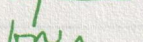
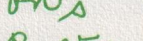
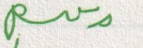
19) 
20) 
21) 
22) 
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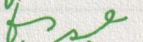
24) 
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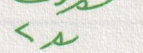
27) 
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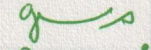
30) 

LESSON 8
PRACTICE WORDS (Cont.)

31) thing
32) sing
33) bring
34) string
35) strong
36) spring
37) fling
38) sling
39) cling
40) singing
41) billing
42) range
43) singe
44) fringe
45) strange
46) grange
47) cringe
48) plunge
49) stringent
50) contingency
51) drink
52) sinking
53) think, thank
54) chemical
55) anxious
56) anxiously
57) bank, bunk
58) audience
59) brink
60) shrink

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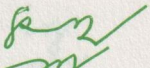
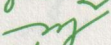
LESSON 8
PRACTICE WORDS (Cont.)

61) sprinkle
62) among
63) enthusiast
64) enthusiasm
65) crunchy
66) great
67) had
68) individual
69) investigate
70) bench
71) upon
72) put
73) as well as
74) we will see
75) we shall see
76) into
77) cautious
78) cinch
79) bunch
80) stench
81) swing*

**Remember: s+w stroke is formed as 1 stroke*

61) 
62) 
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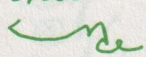
65) 
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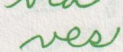
69) 
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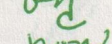
71) 
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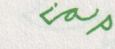
78) 
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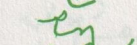
81) 

43. Key to Reading and Writing Exercise 8

1) He was given an allowance for all his expenses at school; hence, he was able to live well and quite graciously.[1]
20 WORDS

2) We shall see to it that the agency give some assistance to the boy in finding a job. He is ambitious[2] and willing to put much time and effort into his job.
30 WORDS

3) That man is employed by our bank. He is anxious to please[3] all the people, but his previous training is not enough to enable him to succeed.
26 WORDS

4) Please bring all the spring clothes to[4] the show when you come. We must have a wide range of fashions to show to the people who come.
21 WORDS

5) His efficiency was[5] well known among his friends, and his enthusiasm was contagious. He was really responsible for the[6] tremendous success of the show.
28 WORDS

6) She had a great deal of intelligence and ambition and the response of the[7] audience was tremendous. We think that she really was responsible for the success of the dancing and[8] singing.
32 WORDS

7) Do you think that we will be on the brink of bankruptcy? We shall do all we can to remedy the si[9]tuation. We shall be able to meet any contingency and we shall have the stringent rules enforced.
35 WORDS

8) Dear Sir:

Mr. Jones received a bonus for the outstanding job which he did for us. He is famous for his profi[1]ciency and intelligence in the insurance field. Please see to it that all his expenses are paid by the company.[2]

43 WORDS

Respectfully yours,

9) Dear Madam:

We have investigated your claim that you did not get satisfaction from the goods which you bought from[1] us last week. We think that you are mistaken in your claim. We shall try to investigate the situation and[2] let you know what conclusion we come to. We are anxious to please, but we cannot take the responsibility[3] for something which we did not do.

68 WORDS Yours sincerely,

10) Dear Sir:

Let us dispense with the formalities and get right to the point. You owe us money for two previous bills[1] as well as for the present one which we are sending to you with this letter.

Please remit as soon as possible[2] as we are quite annoyed with your agency. It does not seem that you are anxious to keep your good name.[3] You should pay your bills promptly and bring your account up to date. Please see to it that the money is deposited in the bank[4] today. Thank you.

85 WORDS Yours truly,

11) Gentlemen:

You put in a fence on my land last week, and I find now that it is not strong enough. Would you please see[1] to it that something is done since I am going away soon and I want to have the job done before I go. If[2] you think that the ground is sinking, please give us an estimate of what has to be done to remedy the situ[3]ation. You may have to plunge the fence into the ground at the fringe of the land which seems to be shrinking. Thank you for[4] your efforts.

85 WORDS Yours sincerely,

12) The man seemed to cling to the hope that the bank would help him with a loan. He hoped to increase the

range of his company's[1] products and hence shrink his losses to the point where he would be ready for any contingency.

38 WORDS

13) Any individual who invests money in a bank is intelligent and cautious. He is saving for a[1] rainy day, and he will receive a bonus for his wise thinking.

31 WORDS

14) We have no assurance that your plan will be successful; hence, we are waiting to see what the response to our ag[1]ency's efforts will be before we dispense with our previous plans.

31 WORDS

15) He was conscious of the ambition of the man and he cringed at his bad actions. He was anxious not to be as[1]sociated with him at all. He had a sinking feeling when he saw him, and he would shrink at the sight of him.[2]

40 WORDS

16) Sprinkle a little chemical into that drinking lake so that it will become all right to drink from it. The chem[1]ical will sink to the bottom of the lake; but since some of it will be left upon the top, it will help to make[2] the lake fit for drinking.

44 WORDS

17) Bring the ring to the store and we will see that it is polished and that nothing will cling to it to detract from its[1] beauty. Be cautious when you handle it.

27 WORDS

18) If you fling that heavy sack upon the ground, you will do damage. Please treat those valuable goods with caution and[1] don't sling them and swing them around.

23 WORDS

19) They ate their lunch on a bench outside the building. The stench from the plant was quite strong and pungent. It is a cinch[1] that they did not stay there too long.

26 WORDS

NOTES

LESSON 9
PRACTICE WORDS

1) area
2) airplane
3) architect
4) artist
5) arches
6) hard
7) earn
8) worker
9) arbitrate
10) foreman
11) argue
12) everything
13) arrived
14) arrest
15) prisoner
16) error
17) guard
18) erect
19) barricade
20) order
21) very
22) dangerous
23) careful
24) errand
25) mercy
26) girl
27) irresponsible
28) irrational
29) capture
30) her

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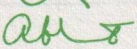
9) 
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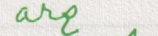
15) 
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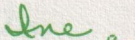
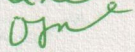
LESSON 9
PRACTICE WORDS (Cont.)

31) irony
32) originally
33) turned
34) hurt
35) orchestra
36) members
37) organist
38) favorite
39) charge
40) urge
41) more
42) tired
43) ordeal
44) orbit
45) irritated
46) however
47) furthermore
48) mother
49) suffering
50) operated
51) other
52) urban
53) urchin
54) orthopedic
55) organically
56) orally
57) perhaps
58) orange
59) courtesy
60) bargain

31) 
32) 
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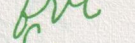
39) 
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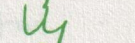
41) 
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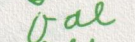
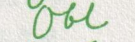
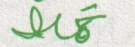
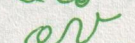
44) 
45) 
46) 
47) 
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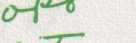
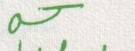
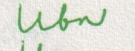
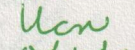
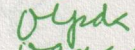
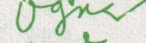
52) 
53) 
54) 
55) 
56) 
57) 
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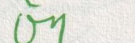
60) 

LESSON 9
PRACTICE WORDS (Cont.)

61) feature
62) furniture
63) apparel
64) furs
65) supermarket
66) carpenter
67) burden
68) supporting
69) bear
70) work
71) assure
72) insurance
73) father
74) year
75) according
76) particularly
77) rural
78) easier
79) support
80) during
81) interest
82) consideration
83) answer
84) inquiry
85) requirements
86) courses
87) short
88) scores
89) enter
90) interview

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LESSON 9
PRACTICE WORDS (Cont.)

91) introduce
92) popular
93) cooperate
94) spirit
95) purpose
96) generous
97) stranger
98) organize, organization
99) infirmity
100) worry

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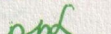
92) 
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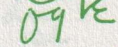
99) 
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50. Key to Reading and Writing Exercise 9

1) The area where the airplanes land is an area with many homes around the airfield. The people in those[1] homes are not too happy with the arrangement, but there is little they can do about the situation.
38 WORDS

2) The architect of that house did a good job in planning it. He is truly an artist in his field. He likes arches[1] in his buildings, and he uses them in a very lovely manner. He works very hard and really earns his money.[2]
41 WORDS

3) Many workers in that company would like to arbitrate and not have a strike, but the foreman of the place wants[1] a walkout; and he has caused trouble among the workers. They always argue about everything, and they can never[2] come to any settlement without a strike.
48 WORDS

4) The police arrived in time to arrest the prisoner and take him back to prison. He had escaped through an error[1] made by one of the guards. The police had to erect a barricade in order to stop the man. That prison[2]er had earned a reputation for being very dangerous, and, therefore, the police had to be very care[3]ful in their handling of the situation.
68 WORDS

5) It was truly an errand of mercy when they successfully rescued the girl from the hands of the irrespon[1]sible, irrational man who had captured her. The irony of the situation was that he had orig[2]inally helped her but now he turned on her and hurt her a great deal.
52 WORDS

6) The orchestra played beautifully for the women's group; they enjoyed all of the members of the band but the or[1]ganist was their favorite. The woman in charge urged him to play more and more for them; he was so tired when he fin[2]ished that he had to rest from his ordeal.
47 WORDS

7) The astronaut went into orbit without error. The thing which irritated him, however, was the fact that al[1]though it was urgent, Mission Control did not give the order to disengage the rocket ship on time and trouble[2] developed.
42 WORDS

8) There was urgency in his voice when he called our office. His mother had had a fall and was suffering a great[1] deal. They took her to the hospital and operated on her leg. All in all it was quite an ordeal for her[2] and for the others in her family.
47 WORDS

9) It is very urgent that we have urban renewal in order to get the urchins off the streets. We urge everyone[1] of you to send in some money for the project.
29 WORDS

10) The orthopedic specialist said that there was nothing organically wrong with the boy. He ordered a medi[1]-cine to be taken orally every three hours. He also had to drink orange juice every three hours.
38 WORDS

11) Dear Madam:

We are having our courtesy days at our store this week, and as one of our best patrons, we would like[1] to have you come in to see the many bargains which we are featuring. There are good buys in furniture, clothing[2] (men's and women's as well as babies' apparel), household items, furs, jewelry, and every conceivable type[3] of food in our supermarket. Please come in this week; you will be glad you did.

69 WORDS Sincerely yours,

12) Dear Mr. Carpenter:

Don't be a burden on your family when you get old. Don't have them bear the very cost[1]ly expense of supporting you and paying your hospital bills if you should get sick and can't work anymore. Apply[2] today for our insurance plan. It assures you of an income

while you are disabled, and it also pays all[3] your medical bills. Send today for our folder which tells you in detail all about our plan.

79 WORDS Sincerely yours,

13) Dear Sir:

There are altogether too many college students who depend upon their fathers and mothers for every[1]-thing. Approximately three-fourths do not work during the school year, according to a poll taken re[2]-cently. This is particularly true in the rural areas; they may wish to work, but ordinarily[3] they cannot find jobs. In the urban areas it is easier for them to help out financially. Since[4] this is the case, it will be up to you to support your child during his college years. You should start planning now for[5] those years ahead and join our savings plan. We give a good interest rate.

Thank you for your consideration.

123 WORDS Re[6]spectfully yours,

14) Dear Madam:

In answer to your inquiry about the requirements for admission to our college, we are hap[1]py to send our catalog which lists all the necessary courses which you should have taken in high school. If you[2] are short of any courses or if your scores are low, you may still be able to enter next year on a trial[3] basis. Please call us or write to us as soon as possible for an interview. We will introduce you to some[4] of the members of the faculty and students. Remember, however, send in your application today; other[5]wise we cannot guarantee a place for you in our freshman class. The college is very popular, and we con[6]stantly have to turn away people because of lack of openings.

Let us hear from you soon.

127 WORDS Sincerely yours,

15) Dear Mr. Parsons:

Please cooperate with us by getting into the spirit of the times. Our purpose in writing[1] this letter is to ask you to be generous in your pledge to the alumni fund. You are no stranger to our[2] alumni association. You are indeed an integral part of the group. You were one of the first members[3] of the organization, and we are sure that it is your desire that the association flourish. We are[4] therefore asking you for a contribution to the fund. Many of your contemporaries have pledged large sums of[5] money, and we hope you will do so also.

Thank you for your consideration.

118 WORDS Respectfully yours,

16) Dear Sir:

The output of our factory has not been too good during the past three years. We are sorry to say that[1] we are constantly losing money; in fact, our profits have been zero. We shall have to close down if something is[2] not done soon. You will have to absorb part of the losses, also. Your share of the losses is proportional to[3] the amount of money you have invested in the company. Perhaps an outsider can help us get out of this[4] situation. Can you suggest anyone? Please let us hear from you as soon as possible.

98 WORDS Sincerely yours,

17) Dear John,

I was sorry to hear that you are so sick. When did your infirmity start? Are you really bedridden,[1] or can you get around from place to place? I am very much worried about you and wish that there were something that[2] I could do for you. Remember, I am no stranger or outsider, and I particularly want to share some[3] of the burden. Furthermore, my wife also wants

to help. Please consider our offer of assistance and let us know[4] what we can do for you.

86 WORDS Yours truly,

18) Dear Sir:

We shall see you shortly at the meeting in New York. Meanwhile, please see what you can do about the shortage of[1] merchandise in our factory. In addition, we are also short of funds.

If you can help us solve these problems[2], we shall be very grateful.

47 WORDS Sincerely yours,

NOTES

LESSON 10
PRACTICE WORDS

1) particular
2) recently
3) market
4) order
5) holiday
6) noisy
7) dangerous
8) clientele
9) parents
10) displeased
11) certificate
12) license
13) bureau
14) another
15) ordinarily
16) latter
17) former
18) correct
19) party
20) employer
21) forward
22) treat*
23) desire
24) guarantee
25) requirements
26) ignore
27) arguments
28) contrary
29) northern
30) neighborhood

**When 2 t's come together, we cross them.* tt

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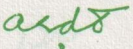
LESSON 10
PRACTICE WORDS (Cont.)

31) accommodate
32) reservations
33) matter
34) register
35) partake
36) comfortable
37) serving
38) future
39) community
40) organization
41) entitled
42) honored
43) first
44) member
45) demonstration
46) accomplishments
47) professional
48) independence
49) insurance
50) tremendous
51) varied
52) every
53) arguments
54) investigate
55) sorry

31) 
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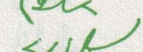
35) 
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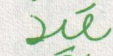
41) 
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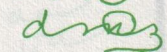
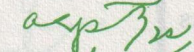
45) 
46) 
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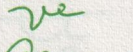
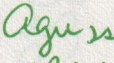
53) 
54) 
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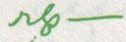
LESSON 10
PRACTICE WORDS (Cont.)

56) response
57) curious
58) however
59) endeavor
60) oratory
61) entry
62) efficiency
63) doubt
64) assistance
65) counsel
66) exception
67) references
68) Barber
69) variety
70) interview
71) Terry
72) persuade
73) therefore
74) questionnaire
75) sorrow
76) Erie
77) enter
78) cooperation
79) introduce
80) modern
81) personally
82) poor
83) supporting
84) material
85) considering

56) 
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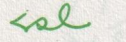
67) 
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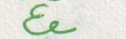
81) 
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LESSON 10
PRACTICE WORDS (Cont.)

86) memorable
87) answer
88) paper
89) course
90) search
91) ship
92) Newark
93) firm
94) discover
95) converse
96) offer
97) several
98) perhaps
99) purpose
100) harder

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Key to Reading and Writing Exercise 10

1) Show us the particular toys with which the boys have been playing recently. We shall want to put them on the mar[1]ket as fast as possible in order to have them available for the holiday season. Make sure that they[2] are not too noisy or dangerous since we will be dealing with a very young clientele and we don't want the[3] parents to be displeased with them.
   66 WORDS
2) The certificate which we picked up at the License Bureau yesterday proved to be the wrong one. We should have picked[1] up another one instead. Ordinarily the former would have been the right one, but they have changed the law, and[2] now it is necessary to buy the latter rather than the former. Please see to it that you get the correct[3] auto certificate.
   64 WORDS
3) On Monday, January 18, we shall be enjoying a lawn party at the house of my employer. He[1] always gives a very enjoyable party, and we are looking forward to it with great desire. We guaran[2]tee that you will have a good time, also.
   46 WORDS
4) The minimum and maximum limits of the requirements for that job were spelled out for him. He still insisted[1] on trying out for the position although he didn't stand a chance. He was really completely wrong in apply[2]ing for the job and we told him so, but he didn't care and went ahead with his decision to ignore all our[3] arguments to the contrary.
   64 WORDS
5) Put her address in the file together with the other miscellaneous data. We may need it someday soon.[1] Does she live on Northern Boulevard? It is a quiet neighborhood, as far as we know.
   35 WORDS
6) Dear Sir:

   We shall accommodate you for three nights starting on Friday, May 15, at 3 p.m. Please check in on

time[1] as we cannot hold reservations too long. In fact, we can hold the reservation only till 3 p.m. If you[2] do not register by that time, you will lose your deposit and you will not be able to partake of our very[3] fine, comfortable lodgings. It is not a question of trusting you, but we must think of the fact that we may lose[4] money if we keep the room open and then you don't show up.

We are looking forward to serving you on May 15,[5] 16, and 17 as well as in the future.

111 WORDS Yours truly,

7) Dear Mr. Brown:

We will definitely be seeing you on Tuesday, April 21, at the Community Chest As[1]sociation meeting. This organization has achieved so much recently that they are entitled to be[2] honored by the other organizations which were invited to join them on that night. They have consistently[3] worked very hard to achieve their success, and we are the first to give them a pat on the back. We shall also contri[4]bute funds to their organization to show them what we think about their accomplishments. We hope you will have no[5] conflict and that you will be able to be present then.

113 WORDS Yours sincerely,

8) Dear Sir:

Is your income large enough for your present needs as well as for saving for a rainy day? If not, you[1] should definitely become a member of the investment group which we are recommending to you. A demon[2]-stration of their accomplishments will be given at the meeting to be held on Sunday, October 16, at[3] the Professional Women's Club. Please be there and become a member of this fine group; it will be a starting point[4]

toward your independence. Further, it is insurance for you that you will have enough for your expenses and sav[5]ings for your whole lifetime. You will get tremendous profits because the range of investments is very varied. Every[6] man who is a member has this same high regard for this organization. Investigate its pos[7]sibilities now; you won't be sorry.

151 WORDS Respectfully yours,

9) Dear Madam:

Your enthusiastic response to our letter of Thursday, Nov. 12, was welcomed with great e[1]lation by the men in the bank. We are curious, however, as to why you are not thinking of contacting the[2] agency which we mentioned in our letter, since you seemed anxious to join us in this endeavor. Is there some rea[3]son why you have not done do? Please let us know as soon as possible so that we will know what to do about the[4] situation.

Thank you for your consideration.

93 WORDS Respectfully yours,

10) Dear Sir:

We doubt that you would pass up this plan of ours for you to outbid all your competitors. Your firm is real[1]ly qualified to participate in this contest. About 20 companies are sending in their applica[2]tions, together with statements of bids that they would like to make. Please send in your entry, as soon as possible, so[3] that we can consider your bid, also. The efficiency with which you can perform will affect your bid, no doubt.[4]

If you need our assistance or counsel at any time, please feel free to call us. If any contingency should arise[5] whereby you cannot reply soon enough, perhaps we can make an exception and upon written request,

we may[6] be able to extend the period during which you can still qualify for consideration.

141 WORDS Sincerely[7] yours,

11) Dear Mrs. Barber:

We have investigated your references and find that you do qualify for the open[1]ing that we have in our association. This position carries with it a great variety of duties[2] and a wide range of responsibilities. The fringe benefits are many, and the working conditions are good.[3] Our bank is noted for its fine reputation, and you will be proud to be associated with us. Our em[4]ployees are very loyal, and we are one big, happy family.

Please arrange for an interview next week, prefer[5]ably on Monday or Thursday. I shall be quite busy on the other days next week.

118 WORDS Sincerely yours,

12) Dear Miss Terry:

You are among our most enthusiastic buyers, and we estimate that you have been to our[1] store at least fifty times during last year. You must have a high regard for us. We put much stock in your feelings about[2] us; therefore, we are asking you to tell us if there is anything that we can do to make our store better.

You were[3] very gracious to fill out the questionnaire which we sent to you last year; now we are asking you to fill out[4] the new one which we are sending to you today.

We thank you for your assistance in this matter and hope that you[5] will come into our store many times in the future.

Thank you once more.

115 WORDS Respectfully yours,

13) Dear Mr. Harris:

Your auto insurance is due at this time, and we must remind you to pay it very soon or[1] we shall have to cancel your policy. No doubt you will not want to be without this worthwhile insurance; hence, please[2] remit by check as soon as possible, and we will be sure that you will not lose out.

58 WORDS Sincerely yours,

14) The arm of the law is very strong; an error in judgment can cause much sorrow to the person who breaks the law;[1] he must answer to an aroused public if he hurts anyone, either physically or by other wrongdoings.[2] We must educate all those who are constantly breaking the law.
51 WORDS

15) Dear Sir:

Remember that approximately 50 men and women will be at the Arbor Day celebration[1] in Erie on Monday, January 22. These men and women are members of the group, and no outsiders[2] will be permitted to enter. Ordinarily we would permit others to attend, but the hall cannot ac[3]commodate any more people. Otherwise we would surely have a larger crowd. We will require your cooperation; and[4] therefore, we are trying to persuade all of our members to help in the planning and execution of the events.[5] Those who help our organization will be very happy that they did because The Honorable Mr. Ball, the may[6]or of our city, will be there, also. Many lieutenants, captains, and colonels, etc. of the army will be[7] there, also. The oratory contest should be very interesting, and we are sure that all will get into[8] the spirit of the thing. Mr. Harland, a member of the board, will introduce the speakers; and it will be alto[9]gether a memorable occasion. Orchids will be given to the

ladies, a fact which we hope will further[10] help to make the day more enjoyable.

210 WORDS Sincerely yours,

16) Dear Mr. Green:

We were happy to learn that you are considering our book, *Modern History* for use in your clas[1]ses. To be sure that you receive all of our supporting material without delay, we are asking our man[2]ager, Mr. Jay Smith, to deliver it to you personally. When Mr. Smith calls, he will be happy to answer[3] any inquiries which you may have about this course.

72 WORDS Sincerely yours,

17) Gentlemen:

We were sorry to learn of your phone call today regarding the shipment of paper that has failed to[1] reach your plant. A search by our manager has revealed that the truck is in Newark, having been delayed by a snow[2] storm. We shall send the shipment by a different truck line. We are making inquiries to find a trucking company which[3] will get the shipment to you in the shortest possible time.

We hope that we never again have such trouble with your[4] future orders.

86 WORDS Respectfully yours,

18) Dear Mr. Barnes:

Your firm is very fortunate to be a member of our association. Several o[1]ther firms have wanted to join, but they are not eligible at present. Perhaps next year they will be able[2] to become members. We are purposely holding the number down by making it harder for companies to join[3] our organization. The many services that we offer to the members and the prestige that are part of[4] it make it very desirable for companies to join.

92 WORDS Yours truly,

LESSON 11
PRACTICE WORDS

1) overcome
2) overdue
3) overhead
4) overly
5) overtaken
6) overall
7) overlap
8) overwhelm
9) overcharge
10) overeat
11) overlook
12) underwrite
13) undertake
14) undercover
15) undercut
16) underdevelop
17) underground
18) underhanded
19) underline
20) underneath
21) understand
22) undersell
23) special
24) socially
25) beneficially
26) confidential
27) potentially
28) enough
29) enable
30) encompass

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LESSON 11
PRACTICE WORDS (Cont.)

31) enlist
32) encourage
33) endeavor
34) enhance
35) enchant
36) empty
37) emanate
38) emblem
39) embankment
40) embarrass
41) embark
42) embassy
43) embellish
44) only
45) honest
46) onward
47) inside
48) instead
49) indeed
50) initials
51) annual
52) answer
53) animal
54) ambulance
55) unrest
56) unnatural
57) uninterested
58) unluckily
59) unlikely
60) unload

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LESSON 11
PRACTICE WORDS (Cont.)

61) unlawful
62) until
63) unity
64) universal
65) uniform
66) university
67) impossible
68) impact
69) imminent
70) impractical
71) immediately
72) important
73) omnibus
74) omnipotence
75) omelet
76) umpire
77) umbrella
78) umbrage
79) image
80) imagination
81) onion
82) bunion
83) union
84) opinion
85) companion
86) everywhere
87) somewhere
88) usual
89) circumstance
90) after

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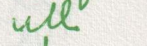
62) 
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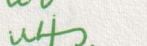
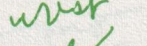
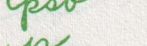
64) 
65) 
66) 
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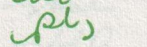
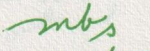
69) 
70) 
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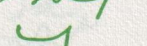
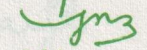
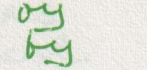
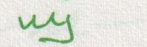
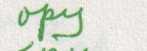
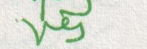
74) 
75) 
76) 
77) 
78) 
79) 
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LESSON 11
PRACTICE WORDS (Cont.)

91) advertise
92) advise
93) advice
94) advantage
95) again, against
96) absolute, ly
97) agree
98) opportunity
99) angry
100) financial

91) adv
92) avz
93) avs
94) avj
95) agn
96) abs
97) aq
98) opl
99) afre
100) fnz

61. Key to Reading and Writing Exercise 11

1) Confidentially, we feel that you are overly solicitous about the commitments of the company. Na[1]turally we are also anxious about our obligations, but in our opinion we think that if we do[2] our best to meet all deadlines and take care of the many details involved, that is all that is necessary.
59 WORDS

2) He treated her in a very underhanded way. She had lent him $100, and he never paid her[1] back. Not only that, but he left town and did not tell her where he was going. She searched everywhere for him, but she could[2] not find him anywhere. He must have gone underground. He just seemed to disappear from the earth. His mother and father[3] did not know where he was, either.
66 WORDS

3) Those two boys have been companions for three years now and they are inseparable. They go everywhere together.[1] Last year they took a trip and enjoyed every minute of it. The trip was very beneficial to them, both[2] socially and financially since they made many friends; they also worked and made money on the way to the va[3]rious places that they visited. They had a reunion with some of their buddies in one of the towns at which[4] they stopped. The total trip cost them each about $50. They agreed that they would certainly go again if[5] the opportunity arose.
106 WORDS

4) Our corporation has undertaken to underwrite millions of dollars of insurance each year. Overall, the[1] picture for this year looks very good. In the opinion of many experts, this should be a banner year for the[2] insurance industry. These experts are not overly optimistic, we think, because the economy seems ve[3]ry promising for next year and more and more people are interested in insurance protection for their fami[4]lies. We never overcharge our clients; many times we allow a bill to become overdue and we extend the[5] grace period for 30 days. We do not undercut prices, how-

ever, since that would not be ethical. We under[6]stand that our competitors tried to undersell us last year, but they did not succeed in their efforts.

138 WORDS

5) The average secretary earns a good salary in this part of the country. Her position is a pro[1]fessional one, and she is socially acceptable wherever she appears. A secretary's job is confi[2]dential, and she must be very careful not to give out secrets of the firm for which she works; she must understand[3] that her first allegiance is to her employer. She must endeavor to enhance his standing in the communi[4]ty as well as in his own office. He will enlist her aid whenever possible to relieve him of the ma[5]ny details which otherwise would overwhelm him. She must not take umbrage when he is angry with her; instead, she must[6] try to understand that he is unloading his problems on her.

131 WORDS

6) Dear Sir:

Your January bill is past due, and we can no longer overlook it. Please understand that we have to[1] pay our overhead expenses, also; therefore, we cannot afford to wait any longer. It is already[2] April, and we must have the money immediately or we shall have to undertake a lawsuit against you.[3] It is beneficial for you to maintain your good name; so please don't embarrass us and your firm by forcing us[4] to take this action. We advise you to send us part of the payment now and the rest in installments if you can[5]not send it all at once. Send us one-third as soon as possible (preferably this week) and the remaining two[6]-thirds next month.

We shall be looking forward to the remittance.

134 WORDS

Respectfully yours,

7) Dear Mr. Gates:

Why don't you advertise in our newspaper, *The Morning Star.* We reach thousands of people each day,[1] and we are indeed the answer to your needs. We know that you will find our advertisements very satisfactory,[2] not only from the standpoint of the numbers of people who read our newspaper, but from the fact that the ads[3] are so animated and so unusual. Our ads encourage people to buy your products because they are[4] absolutely the most picturesque found anywhere in the country. Our artists use their imagination to the[5] point where they have a great impact on the public. Their artwork will enhance your product a great deal.

Here is an op[6]portunity for you to increase your potential and become one of the most outstanding companies in your[7] part of the country.

Let us hear from you soon.

151 WORDS Sincerely yours,

8) Dear John:

Yesterday afternoon I came to your office to see if you could do me a favor. I wanted to[1] enlist your aid in a good cause.

We are about to embark on a project that will help hundreds of people in[2] the urban areas. My company is underwriting part of the cost, but we need some more money in or[3]der to complete the whole project of urban renewal.

Under separate cover, I am sending you a bro[4]chure which explains our purpose. More and more companies are contributing to our cause, both financially and by[5] giving us the benefit of their advice and experience in this endeavor.

I hope that you will give me[6] the opportunity to get together with you soon to discuss this tremen-

dous undertaking. We know it[7] is truly ambitious and that we will have to work very hard to achieve our aims, but in our opinion it[8] will be worthwhile.

Please let me know whether or not you are interested; perhaps we can meet some day next week at[9] a place and time agreeable to both of us.

191 WORDS Yours truly,

9) Dear Sir:

Are you interested in ordering overhead doors for your garage?

We have the best overhead door a[1]vailable on the market. It is made to order especially for your garage, and it is guaranteed[2] for 10 years.

Our doors are universally accepted by experts in the field as being very efficient,[3] strong, durable, and absolutely weatherproof. These doors go up and down very easily and never stick.

We[4] sell enough doors each year so that we can afford to give you a very reasonable price. Overall, when you in[5]clude labor and materials, it is unlikely that you can do better elsewhere.

Please call 932-54[6]07 and make an appointment for a salesman to come and give you a price.

135 WORDS Yours truly,

10) Dear Mrs. Barrister:

We were happy to get your letter in which you inquired about our emblems.

These emblems[1] will indeed enhance your writing paper. We are sure that you will be enchanted with their unique charm. Underneath the[2] emblem we put a crest with your initials.

We are sure that you will be very much pleased with the overall effect.[3] Most of the people with whom we deal are completely satisfied with the results.

I am enclosing some liter[4]ature to give you more information about our work, and I advise you to order soon as we shall be ve[5]ry busy in a month or so, before the holidays.

113 WORDS Sincerely yours,

11) Dear Mr. Hardy:

You shall have ample time in which to embark upon our new undertaking. We shall endeav[1]or to encourage the younger people in our organization to participate, also.

In order to[2] do this we must ask your help with the advertising end of it. When we spoke last week, you seemed to be agreeable.[3] We hope that you are still interested in helping us.

We have enlisted the aid of many men in the[4] industrial fields which are related to our project, and they have agreed to help, also. We don't think that their[5] efforts will overlap yours because our coordinator, Mr. Henry Jones, is setting up a master plan for[6] us, in which each aspect of the overall plan is worked out in detail.

We sincerely hope that you will undertake[7] your part of the deal and that we shall move onward quickly and efficiently.

Thank you again for your cooper[8]ation.

164 WORDS Sincerely yours,

12) Gentlemen:

Our Union will be holding its annual meeting at the Memorial Union Hall on June 2[1]1. We chose that date because many of the members have told us that they could not attend on any other night.[2] We hope this change will enable you to come.

It is a very important meeting since we shall be choosing of[3]ficers for the next year. We suggest Bob

Doorley for president. He is a very ambitious, conscientious, per[4]sonable man, and he would be socially acceptable to all. He is financially indepen[5]dent, and this should be beneficial to our organization.

Confidentially, we, on the Board, would like to[6] see him elected; so please give him some consideration.

That evening should prove to be very ani[7]mated and enjoyable, also, because afterwards we shall be entertained by one of the leading barber[8]shop quartets.

165 WORDS Sincerely yours,

13) Dear Mrs. Anderson:

Would you be interested in our Universal washer and dryer?

It is a com[1]bination unit, and it fits very well into an apartment. It can never overheat since it has a shut[2]off valve. It is indeed one of the best combination units on the market today.

You may purchase this u[3]nit in gold, green, brown, or white to fit into any color scheme. The price is right, as you will see if you check o[4]ther makes of washers and dryers. Delivery is free and installation is nominal. The whole package comes[5] to approximately $400.

Please come in for a demonstration as soon as possible.

122 WORDS Respectful[6]ly yours,

LESSON 12
PRACTICE WORDS

1) useless
2) fearless
3) blameless
4) errorless
5) countless
6) unless
7) laziness
8) tirelessly
9) business
10) restless
11) happiness
12) greatness
13) meanness
14) newness
15) uselessness
16) fearlessness
17) hopelessness
18) shapelessness
19) ruthlessness
20) restlessness
21) needlessly
22) carelessly
23) hopelessly
24) myself
25) yourself
26) himself
27) herself
28) itself
29) ourselves
30) yourselves

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2)
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LESSON 12
PRACTICE WORDS (Cont.)

31) themselves
32) selfish
33) unselfish
34) native
35) motive
36) active
37) activity
38) receptive
39) respective
40) attentive
41) respectively
42) restive
43) missive
44) explosive
45) prospective
46) productive
47) comprehensive
48) progressive
49) aggressive
50) repressive
51) conclusive
52) permissive
53) compulsive
54) friendship
55) fellowship
56) hardship
57) ownership
58) township
59) scholarship
60) relationship

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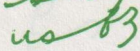
33) 
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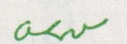
37) 
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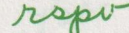
40) 
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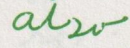
43) 
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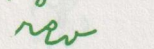
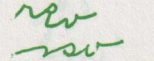
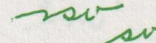
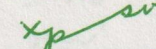
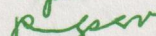
45) 
46) 
47) 
48) 
49) 
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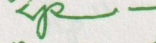
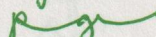
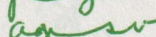
52) 
53) 
54) 
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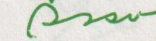
58) 
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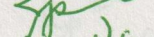
60) 

LESSON 12
PRACTICE WORDS (Cont.)

61) dealership
62) apprenticeship
63) north
64) east
65) south
66) west
67) northeast
68) southwest
69) northern
70) southern
71) western
72) eastern
73) America, American
74) between
75) continue
76) continuation
77) custom
78) customary
79) customer
80) establish
81) idea
82) least
83) mine, might
84) treasurer
85) general
86) national
87) notary public
88) horsepower
89) post office
90) mile

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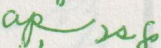
62) 
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LESSON 12
PRACTICE WORDS (Cont.)

91) humanity
92) candidate
93) due to the fact that
94) overseas
95) at any rate
96) venture
97) nevertheless
98) as a matter of fact
99) blunt
100) lawsuit

91) hmtr
92) </8
93) dfcl
94) ses
95) @nr
96) vrc
97) nvl'
98) 3 f
99) b'
100) last

69. Key to Reading and Writing Exercise 12

1) Now and then we meet a truly fearless man who will prove his friendship in every way possible. His feeling[1] of fellowship for humanity is so great that he will risk his life to save others. Such a man is Robert[2] Duffy. He is a great American, also.
48 WORDS

2) The township of Green Hills is giving a scholarship to the girl or boy who not only is outstanding in[1] academic life, but who is active in community life, also. He or she must be truly a productive[2] citizen. He or she must have helped the county in many ways; namely, by giving of themselves unselfishly,[3] both in time and in effort. We hope that we will be able to find a worthy candidate.
77 WORDS

3) Due to the fact that thousands of people overseas are depending on us for food and medicine, we shall have to[1] increase our efforts to carry out our productive project. This project is very comprehensive and costly.[2] We must be very aggressive and try to make people receptive to our views; we must be almost explosive[3] in our methods of raising money for this cause. At any rate, see what you can do to help us in this very[4] important venture.
84 WORDS

4) She went north in her search for happiness. She was very restless and had to be on the move all the time. She kept[1] to herself a great deal and only formed relationships when necessary. She met with many hardships on the way;[2] nevertheless, she managed to keep alive and healthy. For a while she served an apprenticeship as a recep[3]tionist, but she did not like it. Finally she came back home, and her parents were very happy to take her back.[4]
80 WORDS

5) We have many prospective clients waiting to see us about their legal problems; therefore, we shall not be able[1] to see you today. As a matter of fact, we shall

not be able to see you all this week. We are sorry to[2] have to be so blunt about it, and we do value your friendship highly; but we are so busy that we cannot[3] help ourselves. Please understand our situation and bear with us. Your particular problem is certainly not[4] hopeless by any means, and we are sure that we will be able to help you very soon.

95 WORDS

6) You are blameless and errorless in your accounting of the inventory. Someone else is responsible for[1] the error. He consistently overlooked one of the most important items, and therefore he made that large mis[2]-take which caused all the difficulty. You unselfishly took the blame for his error, but we know that you are not[3] the one who is responsible. You are always attentive to details, and your work has always been excellent.[4]

80 WORDS

7) Dear Sir:

The treasurer of our organization is also a notary public. We asked him to tell you[1] to come into our office tomorrow morning to have your affidavit notarized by him, and at the same[2] time he will see whether or not he can help you further with your lawsuit. He has helped countless people get out of[3] seemingly helpless situations such as yours. I, myself, can vouch for his competency. He is aggressive[4] and very intelligent. He has established this reputation throughout the northern part of the country, and[5] even in parts of the West he is well known. In fact, some people say he is known nationally.

Again I say,[6] your situation is far from hopeless. Please come in to see us tomorrow morning.

138 WORDS

Sincerely yours,

8) Dear Mr. Parkins:

Would you like part ownership in an aggressive, productive company?

We have a dealer[1]ship open in an automobile agency in which you might be interested. It is located in the[2] northeastern part of the state about a mile from the capital city. It is not far from the post office in[3] the county of Kings.

The agency is run by a very progressive outfit right now, but they would like to sell[4] part interest in it. It was established in 1910 and it has continued to be successful during[5] all these years. Most of their customers come back year after year to do business with this concern. The relation[6]ship between the management, their customers, and their employees is unbelievable. It is like one big, hap[7]py family.

You may examine their books at any time that is convenient for you.

Please call 417-5[8]110 for an appointment and see for yourself what a good deal you can make.

175 WORDS Sincerely yours,

9) Dear Madam:

It is useless for you to try to avoid payment for the dress which you purchased from us last August[1] 2.

Our records show that you did purchase that dress on August 2 and we have the sales slip to prove it. You claim that[2] you did not buy the dress; nevertheless, we have the sales slip which you signed.

We ourselves have no wish to sue you for[3] this small item, and we are sure that you do not wish us to do so; therefore, will you please send us a check for $2[4]7.50 as soon as possible.

93 WORDS Respectfully yours,

10) Dear Mr. Harmon:

I am writing this letter of recommendation on behalf of Mrs. Alice Duncan.[1]

Mrs. Duncan was in my employ for three years, and during that time my office ran very smoothly. She is a[2] very conscientious, attractive, and intelligent woman. She is very attentive to details, recep[3]-tive to new ideas, and her work is faultless. Countless times she would find errors in the work of other people who[4] carelessly performed jobs. She gives of herself constantly and tirelessly.

In my estimation she would be a[5] great addition to your staff. I heartily recommend her to you and hope that you will give her the position.[6]

123 WORDS Sincerely yours,

11) All the prospective candidates for President are very aggressive, progressive, explosive people. Their mo[1]-tives for running are one and the same; namely, for the power and prestige of the position. They are all natives[2] of the U.S. and their respective accomplishments are listed in the following sentences.

They come from all[3] parts of the country, North, East, South, and West. One of them was a general in the Army during the last war. At least[4] two of them are lawyers. They have all been active in politics for most of their adult lives. In fact, some of[5] them have been known to be ruthless in their attempts to attain success. They will all work tirelessly to achieve their[6] goal, the nomination for the office of President of the United States.

133 WORDS

12) He is a restless young man who does not care for business or for any activity, for that matter. He[1] is hopelessly lazy, very careless about his appearance, ruthless in his approach to people, and very[2]unproductive. His motive in life is to get as much out of people as possible without any effort[3] on his part. He is inclined to be explosive in nature and therefore he can be quite harmful to others. Count[4]less times his meanness has shown through even though he tries to hide it in order to achieve his own ends.
98 WORDS

13) Happiness is a goal for which we all aim. Many of us do not realize that financial rewards do not al[1]ways lead to true happiness. We overlook the intangibles which very often give us more enjoyment than material[2] things. Whether or not we realize it, health is more important than anything else in life. Only if we are[3] well can we truly enjoy ourselves. Let us endeavor to preserve our health by having a medical checkup[4] at least once a year. Make your appointment today or tomorrow at the latest.
94 WORDS

14) The United States embassy in Canada is enlisting our aid in their efforts to stop the unrest that is pre[1]sent. They ask us to help them discover the reasons for this unrest. Their undercover agents are working all[2] the time, but in order for them to succeed, they need help. Confidentially, we understand their problem but there[3] is little we can do about it. The methods of the people responsible for the unrest are very under[4]-handed and unless we invest much money and time on this project, we shall not be able to do a job[5] for them. Under the circumstances, we have written a letter to them explaining our position. Let us hope[6] that they will understand our situation and consider us blameless in this regard.
135 WORDS

15) That evidence is admissive in court, but our lawyer says that it will be a very explosive issue if[1] we introduce it. It may help our case, but it is not customary to include that kind of testimony[2] in a case of this type. We cannot establish our innocence conclusively with evidence of this sort. We[3] must have ample proof of a motive on the part of the plaintiff in order to achieve this end. However, we have[4] decided to pursue this approach and hope for the best. It certainly does not seem hopeless yet.
97 WORDS

LESSON 13
PRACTICE WORDS

1) post
2) postpone
3) postal
4) postmark
5) postman
6) postpaid
7) supposition
8) proposition
9) exposition
10) composition
11) disposition
12) imposition
13) transport
14) transition
15) transaction
16) transcontinental
17) transmit
18) transfer
19) transform
20) transit
21) translation
22) transparent
23) transposition
24) translate
25) transact
26) substitute
27) subsidize
28) substandard
29) subject
30) subsidiary

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LESSON 13
PRACTICE WORDS (Cont.)

31) subjected
32) subdivide
33) subway
34) submerge
35) subordinate
36) subsistence
37) subdue
38) submit
39) substance
40) substantial
41) sublet
42) subside
43) suburb
44) substantially
45) I'll
46) he'll
47) we'll
48) you'll
49) they'll
50) that's
51) I'd
52) you'd
53) we'd
54) she'd
55) they'd
56) what's
57) don't
58) can't
59) hasn't
60) haven't

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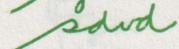
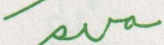
32) 
33) 
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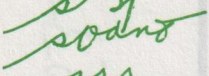
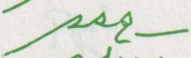
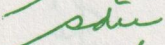
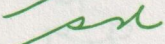
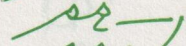
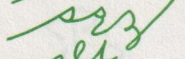
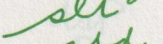
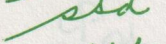
35) 
36) 
37) 
38) 
39) 
40) 
41) 
42) 
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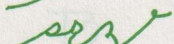
44) 
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LESSON 13
PRACTICE WORDS (Cont.)

61) won't
62) shouldn't
63) negotiate
64) negotiation
65) negotiable
66) object
67) objective
68) probable
69) probably
70) practical
71) practically
72) practicable
73) preliminary
74) more than
75) stamped, addressed envelope
76) stamped, self-addressed envelope
77) sometime
78) sometimes
79) somewhat
80) somewhere
81) somehow
82) contact
83) appointment
84) however
85) until
86) go-ahead signal
87) factors
88) responsible
89) huge
90) exhibits

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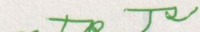
LESSON 13
PRACTICE WORDS (Cont.)

91) interpreters
92) varied
93) entertaining
94) goodwill
95) acres
96) distorted
97) herewith
98) occupancy
99) shoddy
100) streaked

91) 
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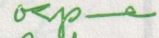
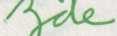
98) 
99) 
100)

75. Key to Reading and Writing Exercise 13

1) Please don't present that proposition to him until we have had a chance to speak to him about it. He will not[1] understand our position unless we explain the transaction to him in great detail. We shall transmit the in[2]formation to him very soon, and then you can contact him for an appointment to discuss the details. However,[3] please postpone your meeting with him until we give you the go-ahead signal.
73 WORDS

2) The exposition which we held in Mexico this year was a great success. Most of the big companies from all[1] over the world were there, and everyone agreed that the preliminary planning that had been done was one of the[2] most important factors responsible for its huge success. The exhibits were very fascinating and inter[3]-esting; much business was transacted among the many firms, both American and transcontinental. There were many[4] interpreters to translate foreign languages so that business could be conducted smoothly. Somehow, people[5] seemed to understand each other very well and were able to transmit their ideas and transact their busi[6]ness. The subjects which were discussed were varied; some were just entertaining; but all[7] in all everyone came away from this exposition with the feeling that much goodwill had been achieved among nations.[8]
161 WORDS

3) I'll see that you get a copy of the report which you are so anxious to read. You'd better return it[1] very soon after you receive it, however, since I must use it for a composition which I must write and which[2] is due on May 21. I'll enclose a stamped, self-addressed envelope with the report for your conven[3]ience in sending it back. Please see that you post it no later than April 21 so that I'll have a month in[4] which to write my composition.
86 WORDS

4) The realty firm for which I work is going to subdivide the 20 acres which they bought last year. They'll[1] make 20 house lots and they'll start building as soon as possible this spring. The bank has agreed to subsidize[2] them in this project, and they'll really be a subsidiary of the bank. However, the bank is still subor[3]dinate to the company and is leaving all the details to the firm. The bank insists, however, that the housing[4] shall not be substandard but that all the building codes be very strictly adhered to. There is no substitute for[5] quality and that's what the bank wants.
106 WORDS

5) The subject for discussion at yesterday's meeting was somewhat distorted. We started out by talking about[1] future negotiations with the union, regarding salary and vacation, and we ended up discus[2]sing transactions which were entirely different. We discussed the pension plan and other fringe benefits. Our ob[3]jective was not achieved, but we did solve some pressing problems which have existed for some time. We have probably achieved[4] more than we think in this connection. Those fringe benefits are always a negotiable item and are very[5] important in any contract talks. Sometime soon we shall have another meeting in order to discuss the original[6] subjects of salary and vacation.
129 WORDS

6) Dear Sir:

We can transport your freight from city to city for less money than you think.

Our trucks are very pow[1]erful and can hold great quantities of material. Since we do such a tremendous business, we can give you[2] a very good price. We ship goods across country as well as locally. Of course, the price varies depending on[3] the load and on the distance. Our trucks practically never get lost in transit;

we are a very efficient[4] outfit. We are fully insured, also.

If you are interested in transacting business with a very[5] reliable transport company, please call us at 612-932-4017, collect. You won't be[6] sorry.

125 WORDS Respectfully Yours,

7) Dear Sir:

We hope that it will not be too much of an imposition, but will you please have a translation made of[1] the enclosed material?

My secretary and I do not know Spanish, and we cannot translate the letter that[2] we received and which we are enclosing herewith. We must use the information contained in this letter for a[3] paper which we are publishing in the next edition of the *Transworld News*.

We hesitate to ask you to un[4]dertake this translation, but we are forced to do so since no one in our organization can read Spanish and[5] we know that your secretary is fluent in that language. We shall of course pay her well for her effort. We'll pay[6] $50 for the job.

Please let us know if this price is agreeable to her; if not, we shall try to meet[7] her price. Also, please ask her to send the finished work back to us preferably by June 15.

Thank you very[8] much for your cooperation.

168 WORDS Sincerely yours,

8) Dear Madam:

Sometime soon we shall complete five new homes in a lovely section of the suburbs, and we think that you[1] will be interested in buying one of these homes.

We shall let you know when they will be available for oc[2]cupancy. Meanwhile, we shall send you the floor plans and submit approximate prices to you so that you will get[3] some idea of what these houses sell for. We hope that they will be within your price range.

If you will wish to sub[4]let your apartment so that you will be able to move into your new home without breaking your lease, we shall be[5] happy to help you out. We have many people waiting for apartments in your area and we'd be glad to show[6] them yours.

Please let us know when we may call on you to discuss the details.

135 WORDS Sincerely yours,

9) Dear Mrs. Ray:

There's no substitute for quality when it comes to purchasing new furniture.

Many stores will[1] show you attractive furniture but if you look closely, you will see that it is made very cheaply. The shoddy[2] construction will be apparent, the finish will be streaked and uneven, and the upholstery coverings will[3] be of low-grade materials. This cheap furniture will not hold up over the years, especially when small child[4]ren are around.

It doesn't pay to invest in furniture that's not made well, even if the price is low.

Shop a[5]round and then come into our store; you will see that our furniture is very well constructed and made of the best[6] fabrics; yet, you will be able to take advantage of the substantial savings that we are offering right now[7] during our annual sale.

You may use your credit card if you wish and take three months to pay without a service[8] charge.

Come in this week; you will be glad you did!

170 WORDS Yours truly,

10) Dear Mr. Temple:

According to our records, you are a postal clerk with the Post Office Department in Peo[1]ria.

This is just supposition on our part, but we feel that you are in a position to take advantage[2] of our new investment plan for Post Office Department employees.

With this plan the disposition of your as[3]sets is taken care of by our Investment Department; and it is to your advantage to use their services.[4] They are all specialists in the investment field. They will no doubt help you to transform part of your salary in[5]to substantial holdings.

Next Monday evening, July 15, there will be a meeting during which the head of[6] this department will be the speaker. The subject under discussion will be "How to Plan Your Estate." Don't miss this[7] very important session.

148 WORDS Sincerely yours,

11) Gentlemen:

The Rapid Transit Company has announced to the public that an addition to the subway sy[1]stem will be instituted as of June, 19__. This new subway addition will serve the suburbs. A[2] subsidiary of the Rapid Transit Company will be in charge of this new operation. Although it[3] will be a subordinate of the parent company and will be subsidized by the parent company, it[4] will still have jurisdiction over all the trains serving the suburban areas. The trains will run underground in[5] the city but will be elevated in the suburbs. When they submerge, care must be taken that they maintain the[6] pressure and other existing conditions.

We hope that this new operation will prove successful.

140 WORDS Yours truly,

12) The postman in your area has a very cheerful disposition. Even if more postage is due on a let[1]ter which he has delivered to a house, he does not get upset. He merely rings the bell and asks for the money[2] which is due. He will subdue any dog which tries to attack him by giving the dog a biscuit to eat. He trans[3]mits his jolly nature to many of the people in that neighborhood; he is really an asset to the Post[4] Office Department.

84 WORDS

13) Gentlemen:

We have on the market a transparent substance that should be a good seller. Our objective is to[1] demonstrate to customers in the supermarket just what this product can do.

It can be used to cover left[2]over food which is placed in a container for storage. The object in the container can still be seen and yet[3] the food will stay fresh. It can also be used to protect books which are transported by children to and from school. In[4] fact, it can be used as a protective cover for any object.

Would your company be interested in[5] promoting this product for us? Do you have people who could demonstrate it in supermarkets?

Please let us know[6] what you can do for us in this regard.

131 WORDS Respectfully yours,

14) Gentlemen:

Most of the houses in the urban areas of the city are truly substandard.

We shall sub[1]mit our report to you soon showing why these houses do not meet the requirements of the Housing Bureau. Many[2] of the people who live there are existing on wages which are below substandard levels.

Something must be done[3] for these people. The owners of the houses must be forced to bring their property up to minimum standards.

We[4] shall have a meeting of the members of the board on Sunday, December 12, at 3 p.m. Please try to attend[5] that meeting.

105 WORDS Sincerely yours,

15) The person who has just been released from jail has a great transition to make in order to become part of so[1]ciety again. He must try to find work, not only to make a living, but to keep himself busy and keep out[2] of trouble. He must counteract the prejudice that people have against ex-convicts. In order for this preju[3]dice to subside, we must all try to help him by giving him a job with a living wage, and we must show trust in[4] him. Let us all do our part in this rehabilitation.
91 WORDS

NOTES

LESSON 14
PRACTICE WORDS

1) biology
2) psychology
3) physiology
4) terminology
5) radiology
6) zoology
7) biological
8) radiologist
9) zoologist
10) anthology
11) regulate, tion
12) populate, tion
13) congratulate
14) congratulations
15) circulate, tion
16) stimulate, tion
17) accumulate, tion
18) ratification
19) notification
20) qualifications
21) specifications
22) verification
23) classification
24) anybody
25) everybody
26) somebody
27) nobody
28) everybody else
29) miles per hour
30) o'clock

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LESSON 14
PRACTICE WORDS (Cont.)

31) privilege
32) principal, le
33) quote
34) regular, ly
35) request
36) represent, ative
37) sympathy
38) sympathize
39) sympathetic
40) suggest, tion
41) twice
42) scholarship
43) highest
44) because
45) worthwhile
46) academic
47) committee
48) tonight
49) speedometer
50) matter
51) speed
52) checkup
53) service
54) station
55) correct
56) difficulty
57) wonder
58) whether or not
59) complaints
60) another

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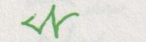
49) 
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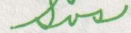
56) 
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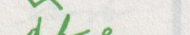
59) 
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LESSON 14
PRACTICE WORDS (Cont.)

61) explosion
62) serious
63) necessary
64) organization
65) accomplish
66) certainly
67) interest
68) both
69) public
70) government
71) literature
72) control
73) objectives
74) after
75) members
76) excellent
77) American
78) society
79) brother
80) different
81) might
82) treaty
83) between
84) countries
85) provisions
86) legislature
87) succeed
88) performs
89) opinion
90) advice

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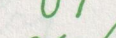
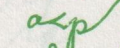
65) 
66) 
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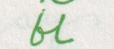
69) 
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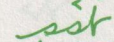
82) 
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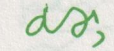
85) 
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LESSON 14
PRACTICE WORDS (Cont.)

91) lecture
92) audience
93) emphasis
94) transparencies
95) transfixed
96) classified
97) authorized
98) warehouse
99) fantastic
100) concise

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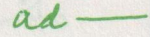
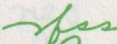
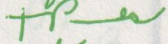
92) 
93) 
94) 
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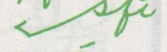
96) 
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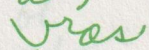
98) 
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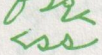
100) 

81. Key to Reading and Writing Exercise 14

1) The biology class at my daughter's school is presenting a show to raise funds for a scholarship which will be[1] offered next year to the person with the highest mark in biology. We are planning to attend because we[2] feel that this is a very worthwhile project. We have suggested that the scholarship be given on the basis[3] of need as well as academic achievement. The committee is meeting tonight to set up a prelimi[4]nary plan, and we shall attend this session to make sure that they will be in sympathy with our suggestion.
99 WORDS

2) Twice last month we had to regulate the speedometer on our car. It seems to stick at 30 miles per hour no[1] matter at what speed we are driving. At the regular monthly checkup of the car nobody in the service[2] station seemed to be able to correct the difficulty. We wonder whether or not they truly tried to fix[3] it or if they just ignored our complaints. It is not good psychologically for a person to not know at[4] what speed he is driving. We shall bring the car to another service station to see if they will be able to[5] help us.
101 WORDS

3) The population explosion is so serious a matter that we feel that regulation of families[1] is necessary. Three representatives of our organization are going to meet with the President's[2] Committee on Family Planning. Nobody knows whether or not we shall accomplish anything at this meeting,[3] but we shall certainly try our best to stimulate interest in both the public and in the representa[4]tives of the government. We shall circulate our literature at the meeting with our plans for population[5] control. Almost everybody should sympathize with our objectives after they read our literature. The quali[6]fications of the members of our group are excellent, and we feel sure that they will be able to accom[7]plish our goals.
142 WORDS

4) He is a zoologist with the American Zoological Society. He is really an ex[1]pert in the field of zoology. His brother is a famous radiologist. Everybody else in[2] the family is professionally qualified in many different fields. It is truly a privi[3]lege to know this wonderful family. When they get together, there are very stimulating discussions[4] going on. Everybody joins into the conversation and many different subjects are covered. The[5] only time the conversation might subside is when the food is served at their family dinners.
117 WORDS

5) Ratification of the treaty between those two countries should take place soon. The representatives of the coun[1]try have been very busy trying to explain the provisions to the legislature. The President would like[2] to see this treaty ratified, and he is circulating a memo to that effect. He is trying to stimu[3]late interest on the part of the public as well as the representatives. He will certainly congratu[4]late us if we succeed in getting the ratification of the treaty.
94 WORDS

6) He always drives his car at 50 miles per hour no matter what the speed limit is. He claims that at this rate a[1] car performs best. He usually keeps a car for seven or eight years before he trades it in for a new one;[2] therefore, he might be right in his opinion. Perhaps more people should try following his advice.
37 WORDS

7) It was a privilege to hear the lecture that Professor Davidson gave last night. His talk on "Biology[1] of the Human Body" was very well received by the audience, many of whom were very famous people[2] in the biological field. He made his points clearly and with emphasis on what would interest the aver[3]age person. He showed transparencies to illustrate his points; everybody seemed transfixed by the speech. We wish[4] that you had been there to enjoy the evening as much as we did.
92 WORDS

8) The subject of the discussion at the Town Hall was property taxes. The hall was filled to capacity[1] since this is always a very important issue. The Mayor said that he will try to hold the line as far as taxes[2] are concerned for this year. He feels that the city can balance the budget even if taxes are not raised. We[3] hope that he will be correct in his prediction.
68 WORDS

9) Gentlemen:

Will you please send me the specifications for the plans which we talked about in our telephone conversation[1] of May 5.

If you remember, we decided that a verification of those plans by our Legal Depart[2]ment would be necessary; therefore, please send these preliminary specifications as soon as possible.[3]

This information is classified to take care that nobody, who is not authorized to see them, will be able[4] to get access to them. Somebody might try to do so; therefore, notification to all your department heads[5] should go out with "Secret" on the envelope.

Congratulations on your good work so far.

118 WORDS Sincerely yours,

10) Dear Sir:

Your request for a charge account with our store has been granted. We are enclosing your charge plate and hope that[1] you use it very often.

We shall be having a private sale, to be held at our warehouse, for our charge custo[2]mers. This sale will start at 12 o'clock on May 12 and will continue until 10 p.m. that evening. Anybody[3] who has an account with us is eligible to come into the warehouse and purchase items at 50[4]% off. Our regular merchandise will be offered. The best buys will be in furniture and appliances.[5]

We suggest that you make it your business not to miss the tremendous savings; come in and let us quote you the[6] fantastic prices on our excellent merchandise.

It will be a pleasure to serve you.

138 WORDS Sincerely yours,

11) Dear Madam:

A representative from our Psychology Department, Miss Helen Gates, will be speaking before[1] a group of parents on Monday, June 15. Her topic will be, "How to Get Along With Your Teenage Youngsters."

We[2] are sure that most of our members will be delighted to hear that such a well-known authority has been chosen[3] by our board. Miss Gates is the head of the most outstanding mental health group in the country, the Society for[4] the Preservation of Mental Health in the United States."

She is a very stimulating speaker, and her[5] academic qualifications are very outstanding, also. She has a doctorate from the Univer[6]sity of New York and a post-doctorate from Harvard University.

It will be a privilege to have[7] her address our group. We are truly looking forward to hearing her.

154 WORDS Yours truly,

12) Dear John:

Will you please circulate the enclosed memo to the heads of all the departments.

This memo deals with new[1] regulations which have been laid down by the Board of Directors.

It seems that the legislature has passed a new law[2] which affects our business, and we have included the new specifications in the memo.

We received this no[3]tification last week, and we are losing no time in putting into effect these new changes. We hope that you will[4] cooperate with us completely and make sure that everybody follows the new regulations.

102 WORDS Sincerely[5] yours,

13) Dear Mr. Harlow:

Congratulations on a job well done!

Your new book, "Anatomy & Physiology for[1] the Medical Secretary," is exactly what we have been looking for for many years. It is concise, yet[2] it gives an accurate presentation of the fundamentals of anatomy and physiology.[3] The medical terminology is presented in a logical and understandable way.

The illus[4]trations are also excellent; they are not too detailed, but they do give the layman vivid pictures of the im[5]portant parts of the body. Anybody could understand them very well.

We shall, of course, use your book in our[6] course next year. We feel that it will surely live up to our expectations.

135 WORDS Sincerely yours,

14) Dear Mrs. Newman:

As a member of the Great Books Club, we know that you will be interested in our new pub[1]lication entitled "Anthology of American Literature" by Ronald Jones.

This book contains ma[2]ny short stories as well as novels written by outstanding American authors. It is really an ac[3]cumulation of literature which anybody can enjoy. It is written for the ordinary man[4] or woman and not necessarily for the very well educated person.

We have had many requests[5] for the author to speak at meetings of groups such as yours; we were wondering whether you would be interested[6] in having Mr. Jones speak at one of your meetings. If so, please contact us and we will endeavor to have him[7] attend and speak at one of your meetings.

Meanwhile, why not send for a copy of this new book; you will be glad you[8] did.

164 WORDS Respectfully yours,

15) Dear Sir:

At the suggestion of the principal of the West-side Elementary School, Mr. Hayward Adams,[1] we are writing to you to see if you would be interested in our quoting prices on office furniture.[2]

Mr. Adams was very well satisfied with the splendid job we did in fixing up his office. He referred[3] you to us as a possible client since he thought that you might be in the market for office furniture.

Our[4] qualifications are excellent. We are a large concern and therefore we buy and sell at optimum prices.[5] We come into your office and design it completely for you, including drapes, rugs, and furniture. We work close[6]ly with you as to your needs and tastes, regarding color schemes and preferences in wood finishes and style of[7] furniture. We make suggestions but it is your final decision which counts.

May we send a representative[8] to visit you at a time which is convenient for you.

Thank you for your consideration.

179 WORDS Sincerely yours,

16) Dear Mrs. Green:

Notification of your raise to a higher classification on the job scale has been re[1]ceived by this office. From now on you will be receiving $10,000 a year, retroactive to June 5.[2]

Verification of this decision has just reached us, and we are wasting no time telling you about it. We[3] are sure that you will be very much pleased by this salary change.

Everybody spoke very highly of your quali[4]fications and ability. Nobody in the whole organization had a bad word to say about you.[5] Your immediate supervisor requested very strongly this advancement for you, and we are very hap[6]py to be able to give it to you.

Congratulations and good luck in your new position.

120 WORDS

Sincerely yours,

NOTES

LESSON 15
PRACTICE WORDS

1) undercover
2) agents
3) discovered
4) organization
5) underground
6) undermine
7) universally
8) prevalent
9) embassy
10) encompassing
11) embarrassing
12) under the circumstances
13) volunteers
14) companions
15) aware
16) reunion
17) delicious
18) piano
19) philosophy
20) students
21) as well as
22) religion
23) sociology
24) psychology
25) audio-visual
26) in order to
27) illustrate
28) difficulty
29) fringe
30) bankruptcy

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LESSON 15
PRACTICE WORDS (Cont.)

31) perhaps
32) scrape
33) enough
34) valuable
35) intelligence
36) succeed
37) fundamentals
38) Alice Hardy
39) Dean
40) offered
41) varied
42) faster
43) demonstrated
44) strengths
45) advertised
46) exempt
47) pretext
48) draft
49) dangerous
50) respect
51) misrepresented
52) perjure
53) rewards
54) worth
55) priority
56) exclusively
57) manufacture
58) wondering
59) consistently
60) impurities

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LESSON 15
PRACTICE WORDS (Cont.)

61) distribution
62) proposition
63) dispense
64) formalities
65) expense
66) economic
67) conditions
68) throughout
69) country
70) expenditures
71) entitled
72) exorbitant
73) garden
74) Boston
75) flowers
76) eastern
77) chores
78) annual
79) tremendous
80) acclaim
81) representatives
82) usually
83) favorable
84) coverage
85) charge
86) Mrs. Taylor
87) district
88) introduce
89) legislation
90) advantage

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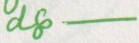
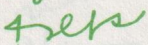
63) 
64) 
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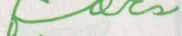
75) 
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LESSON 15
PRACTICE WORDS (Cont.)

91) record
92) welfare
93) continue
94) well-nourished
95) correctly
96) vitamins
97) minerals
98) nutriments
99) ruthless
100) hearing

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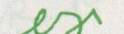
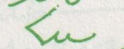
92) 
93) 
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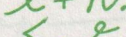
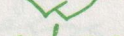
95) 
96) 
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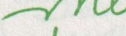
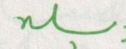
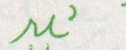
98) 
99) 
100) 

Key to Reading and Writing Exercise 15

1) Our undercover agents have discovered a spy within our organization. He belongs to the under[1]ground movement which is trying to undermine the government of the United States. This problem seems to be u[2]niversally prevalent in many of the embassy offices. We shall enlist the aid of all the depart[3]ments in an encompassing effort to wipe out this embarrassing situation.

   Under the circumstances, we[4] are asking for volunteers from each government unit to help us apprehend these underworld characters. Some[5] of your companions may be involved, and we must all be aware at all times of this possibility.
   118 WORDS

2) He went to Maine to visit his relatives. He saw the whole family at his parents' house; it was quite a re[1]union. Everybody seemed very happy to get together again after so many years of not seeing each[2] other. His mother served a delicious dinner, which all enjoyed very much. After dinner they all sang while *Jane[3] played the piano. Then they told about their experiences over the years.
   73 WORDS

3) His philosophy class was very interesting. His professor was a very learned man who knew how to[1] get through to the students. He spoke very well and was entertaining as well as informative during his lec[2]tures. Religion, psychology, sociology, and even medical science were part of the course. The pro[3]fessor showed slides and used other audio-visual aids in order to illustrate his points. He would show the[4] students how philosophy was the basis for many religions. All in all they got a great deal from this course.[5]
   100 WORDS

4) The president of the railroad is fully aware of the difficulty that management is having with the work[1]ers.

**Remember, with proper names we must include the long, medial vowel.*

They want many fringe benefits which the company cannot give them. If the company would give them all the[2] things which they asked for, the company would be headed for bankruptcy. The workers would then be out of work and cer[3]tainly would not be better off than now. Perhaps we can prove this to them in some way.
75 WORDS

5) We shall try to scrape enough money together to buy that business. It is a very valuable cor[1]poration, and we are very anxious to purchase it. We shall have to borrow some capital in order to[2] achieve this purpose. Only with hard work and intelligence can we succeed. We have a good grasp of the funda[3]mentals of business and our staff is very efficient. Therefore, we should be able to succeed.
78 WORDS

6) Dear Dean:

Alice Hardy has been an associate of mine for many years, and I recommend her very high[1]ly for the position about which we spoke last month. She lives in the vicinity of your shop, and I am sure[2] that she would consider the job if you offered it to her. Why not ask her to come in for an interview.

She[3] has varied abilities; she can type at 70 w.p.m. and take shorthand at 100 w.[4]p.m. She is faster at most jobs than most of the other girls in the office. She has demonstrated her[5] strengths in many ways during the past three years of her employment with our firm.

It would definitely be to[6] your advantage to interview her even though you have already advertised in the newspapers for a sec[7]retary. Please let me know what you decide.
151 WORDS

Sincerely yours,

7) That man is exempt from the draft on the pretext that he has a bad back condition. His doctor told the draft board[1] that any attempt on his part to do exercise could prove dangerous. We have little respect for that doctor[2] since we feel that he has misrepresented. A doctor should not perjure himself in this way no matter what the[3] rewards. It certainly is not worth losing your self-respect and possibly your good reputation!
78 WORDS

8) The manager of the firm with which we do business has given priority to our orders. He has dem[1]onstrated to us, in many ways, that he is truly trying to keep our business. We shall be happy to[2] continue buying from his company since we appreciate all they have done for us. Inasmuch as we have[3] promised to deal with them exclusively, we shall not be able to buy from any other firm at this time.
76 WORDS

9) Dear Mr. House:

How have you been managing without the raw materials which you need in order to manu[1]facture your products?

We have been wondering whether you would like to buy those raw materials from us. We can[2] offer you a good deal on most of the merchandise which you will need.

Our materials are of consistently[3] good quality. You don't have to worry about impurities in them; therefore, your finished product is better[4] in quality than with raw materials which are not pure.

We have a large distribution, also, and therefore[5] we can quote low prices on most of the items. Naturally, if you order on a large scale, we can do e[6]ven better.

Why not let us give you a proposition. It is our intention to give you the best deal avail[7]able.

Please contact our representative as soon as possible.

141 WORDS Respectfully yours,

10) Dear Jack:

Let us dispense with the formalities and get to the point. Your expense account has been very high late[1]ly.

You know that because of poor economic conditions throughout the country, we must all cut down on expen[2]ses. We have your assurance that your expenditures are legitimate, but we must still ask you to include on[3]ly essentials.

When you visited Chicago, Illinois, last week, were you aware of the fact that you could have[4] eaten and drunk less? You are certainly entitled to three meals a day, but the exorbitant drinking is not[5] necessary.

Henceforth, we shall give you an allowance and you will have to live up to it. Please understand our[6] position; you are not the only salesman with an expense account, and we are limiting all.

139 WORDS Yours truly,

11) Dear Sir:

Would you like to attend our garden show which will be held on April 21 in Boston, Massachusetts?[1]

We shall feature all kinds of flowers, trees, shrubs, and gardening equipment. Companies from all over the U.[2]S.* will be present. You will be able to purchase everything you need for all of your gardening chores.[3]

**For* United States *we use* us *for* U.S. *we use* u/s/ *in our notes.*

This show is an annual event, and we are very proud of the tremendous acclaim it receives. Represen[4]tatives of the many gardening magazines usually attend the show and give us favorable cov[5]erage in their publications.

If you would like to attend, please fill out the enclosed form, and we shall be glad to[6] send you tickets. It is free of charge.

129 WORDS Sincerely yours,

12) Dear Mrs. Taylor:

As a representative of your district, I am asking you to support me in the next[1] election.

I have been serving your district for six years, during which time I have done a very good job. I hope[2] you will agree with that last statement.

I have certainly done my best to introduce legislation which has been[3] to the advantage of your district. If you will check my record of service, you will see that this fact is true.

The[4] bills, which I have introduced, have given assistance to the people on welfare as well as to the men and wo[5]men working in the mills. I was partly responsible for the legislation which set up the agency which[6] takes care of unemployment benefits. I am responsible for the broad range of legislation covering[7] the Green Acres Project.

Please vote for me in the coming election and let me continue the good work that I have[8] started during the past six years.

Thank you.

171 WORDS Respectfully yours,

13) Dear Mrs. Higgins:

Is your family as well-nourished as they should be? Are you able to provide them with the[1] essentially

important elements necessary in a well-balanced diet? Do you know enough about di²ets to enable you to plan meals correctly?

If not, why not let us advise you. Our *Family* magazine³ is available to you free of charge as a government publication. It gives advice to the mother who⁴ constantly has to plan meals for the family. She may not know about vitamins, minerals, or any of⁵ the other nutrients necessary for a healthful existence. Her children may tend to overeat; she may be⁶ overlooking some important element in their diet; she may not understand how beneficial it is⁷ not to overcook vegetables; she may not know how to enhance the flavor of foods.

Why not send for this book⁸let as soon as possible. We shall be happy to send it to you.

175 WORDS Sincerely yours,

14) Dear Miss Warren:

We recommend that you work for the government.

You will get excellent experience as a sec¹retary; you will, no doubt, get an opportunity to travel if you wish to do so; the salary is² surely very good in most departments, and the hours are not long.

The positions which are available right now³ are interesting, exciting, and challenging. If you are a competent secretary, ambitious, person⁴able, and want a good position with the government, please contact our office very soon. If you pass the skills⁵ tests, typing and shorthand, you will no doubt be placed shortly thereafter.

Again I say, contact us at 712⁶-401-3117 for an appointment; you'll be glad you did.

134 WORDS Sincerely yours,

15) Dear Mr. Hunt:

We can offer you substantial savings on new tires for your car.

Our tires are the best that money[1] can buy. This is, of course, very important to you since it assures you of complete safety as you drive in all[2] kinds of weather.

Our tires are especially made with a safety tread that grips the highway and gives you control[3] of the car at all times. The tires are also puncture proof, because they contain a special chemical to take care of any nail holes before the tire loses air. They have a special binding around the outside of the tires which[5] protects them from the danger of a blowout.

Be sure to let us know whenever we can be of service to you.[6] We have a complete auto supply store with the latest in auto products, as well as a service area for[7] efficient auto repairs.

148 WORDS Sincerely yours,

16) Dear Sir:

It is useless for us to claim that we are blameless if you close your mind to our pleas.

Your organiza[1]tion is very ruthless in its attempts to prove us guilty. We ourselves cannot believe that you would go to such[2] lengths! We know that you are aggressive and explosive, but we thought that you would be fair and give us a chance to clear[3] ourselves. Your evidence against us is far from conclusive.

Please don't give us anymore hardship; we wish to have a[4] hearing as soon as possible so that we might endeavor to explain our position. Don't establish our guilt[5] before you even listen to our side of the controversy.

If you are not receptive to the idea of a[6] hearing for us, we shall have to take our case elsewhere.

Let us know whether or not you will agree to an honest[7] effort to judge us fairly. We shall transmit to you all the papers, reports, and any other substantial ev[8]idence which might be necessary for the disposition of this case.

We are enclosing a stamped, self-addressed[9] envelope for your convenience in answering this letter. We certainly hope that you will agree to nego[10]tiate with us.

186 WORDS

Sincerely yours,

LESSON 16
PRACTICE WORDS

1) telegram
2) cablegram
3) radiogram
4) program
5) monogram
6) diagram
7) describe
8) prescription
9) subscribe
10) inscription
11) transcribe
12) autograph
13) subscription
14) extract
15) extremely
16) extradition
17) extracurricular
18) extrovert
19) extradite
20) extrasensory
21) extraneous
22) electric
23) biography
24) electrocute
25) electrician
26) electrify
27) electrocardiogram
28) electricity
29) electroplate
30) unfortunate
31) photographer

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LESSON 16
PRACTICE WORDS (Cont.)

32) declare
33) declaration
34) declarative
35) above
36) least
37) delinquent
38) delinquency
39) eliminate
40) elimination
41) recognize
42) recognition
43) moment
44) momentous
45) momentary
46) alien
47) foreign
48) quota
49) within
50) particular
51) ambassador
52) agriculture
53) whether or not
54) substitute
54) pertinent
56) don't
57) wouldn't
58) transmit
59) regard
60) journal
61) expire

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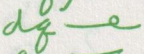
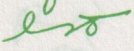
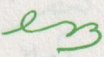
38) 
39) 
40) 
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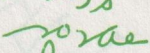
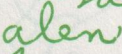
45) 
46) 
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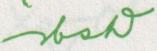
51) 
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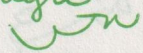
53) 
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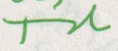
58) 
59)
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LESSON 16
PRACTICE WORDS (Cont.)

62) July
63) exciting
64) installments
65) novel
66) stories
67) feature
68) future
69) newest
70) fashions
71) recipes
72) varied
73) emphasis
74) inexpensive
75) marriage
76) lapse
77) wiring
78) inexperienced
79) situation
80) concerned
81) rescue
82) squad
83) tragedy
84) occurred
85) stressing
86) community
87) neighborhood
88) courts
89) pool tables
90) subsidize
91) extraordinary

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LESSON 16
PRACTICE WORDS (Cont.)

92) delivery
93) tomorrow
94) strengthened
95) personnel
96) sources
97) restructured
98) thesis
99) guarantee
100) capitalize

92) dove
93) 2so
94) Qlin
95) Psnd
96) Sss
97) Q<C
98) lss
99) Gse
100) <plz

89. Key to Reading and Writing Exercise

1) It was a momentous decision on his part not to extradite the alien from the United States. He[1] declared this foreign citizen to be within the quota allowed for his particular country. He sent a[2] telegram to this effect to the man's home and a radiogram to the ambassador of his country.

59 WORDS

2) Dear Sir:

Please send us a description and diagrams of the plan for the new program which is being developed[1] at the Agriculture Department. It is extremely important that we get these plans before next month since we[2] must make a decision as soon as possible as to whether or not we should eliminate the old method[3] and substitute this new method. Just send us pertinent information; we don't want any extraneous mate[4]rial included in the project. You should have enough time to transmit this suggested program within the month.[5]

Please don't be delinquent in this regard. Thank you in advance.

113 WORDS Sincerely yours,

3) Dear Madam:

Your subscription to the *Women's Journal* will expire in July.

We are sending you this notice be[1]cause we know that you will not want to miss any of the monthly editions of this very exciting maga[2]zine.

We are sure that you are following the installments of the latest novel; our feature stores of ladies'[3] newest fashions, recipes and meal-planning with emphasis on varied yet inexpensive menus for the fa[4]mily and for guests; advice from our expert doctor on medical problems; marriage counseling by prominent[5] people in the field.

Don't let your subscription lapse; send us your check for $6 for 2 more years of interesting[6] reading.

124 WORDS Yours truly,

4) The electrician was fixing the wiring in his home, but he was inexperienced and, unfortunate[1]ly, he was electrocuted. It was a very tragic situation for all concerned. They called the rescue[2] squad but it was too late to help him. They notified his wife by telegram since she was out of town at the time[3] that the tragedy occurred. She rushed right back and it was pitiful to see her. He left three children, also. This[4] type of accident makes us realize the importance of care and experience when we are dealing with electrical work.

103 WORDS

5) Dear Sir:

In an effort to eliminate juvenile delinquency, we are asking your help and support for[1] our program.

We are stressing the need for more organized activity for the youngsters in our community.[2] We are renting space in an empty store on Main Street, and we are going to set it up as a neighborhood cen[3]ter for teen-agers. We shall have pool tables, ping-pong, card tables, electrically operated games, volley[4] ball courts, and hand ball courts.

We hope that you recognize the need for a place where youngsters can go to keep them off the[5] streets.

Unfortunately, this type of equipment costs money, and we are asking for contributions to help sub[6]sidize the program. Any contribution is acceptable, no matter how large or how small. It is also[7] tax deductible.

We hope that you will support us in this extremely important project. Please send in your check[8] today.

Thank you.

165 WORDS Yours truly,

6) Dear Madam:

This week we are featuring monogrammed inscriptions on any sheets and pillowcases which[1] you purchase at our store. This added feature is free of charge for this week only.

We feel that this is an ex[2]traordinary offer; most stores charge for this service.

In addition to the above we are also of[3]fering, for 1 week only, a great savings on electrical appliances. You can save as much as 30[4] percent on stoves, refrigerators, dish washers, garbage disposals, and air-conditioners. Delivery is free[5] and there is only a small installation charge.

Don't fail to avail yourself of the bargains! Come in tomorrow.[6]

123 WORDS Sincerely yours,

7) Dear Sir:

As a shareholder, you will be interested in how our growth fund is doing.

A number of things have[1] accounted for the growth of your fund. Beginning with the basics, the management of the fund was strengthened with the[2] addition of new personnel. Also, more emphasis was placed on internal research as opposed to outside[3] sources. Thirdly, the portfolio was restructured to participate more readily in the new investment[4] opportunities of the future.

Our broad investment policy has been based upon the thesis that consum[5]er spending would be the first area of the economy to expand. In this area your fund has sub[6]stantial investments in the retail, home furnishings, leisure time, insurance, and travel industries.

In gener[7]al, while we cannot guarantee future success, we feel that the past year is a reflection of

your fund's continu[8]ing ability to capitalize on long-term investment opportunities.

If you have any questions a[9]bout the fund, which are not answered in the enclosed extract, please write to us and we shall endeavor to answer them.[10]

204 WORDS Respectfully yours,

8) Dear Mrs. Peterson:

We are enclosing the application which you requested in your letter of Novem[1]ber 3.

Bailey College has been in existence for over 80 years. It is situated in the heart of[2] the Green Mountains. The college is noted for its excellent liberal arts courses as well as for its busi[3]ness courses. There are many extracurricular activities such as drama, journalism, debating,[4] and future teachers clubs, just to mention a few.

Our housing facilities are more than adequate; our facul[5]ty is recognized throughout the eastern coast; you will have a chance to choose many electives since we have only[6] a minimum number of prescribed courses. All in all, your education at Bailey College will be extreme[7]ly valuable.

Please fill out and return the enclosed application as soon as possible with your depo[8]sit of $50.

Thank you.

168 WORDS Sincerely yours,

9) Dear Doctor:

You gave me a prescription last week for my back condition. I have had it filled at the drugstore and[1] have been taking the pills for about five days.

Unfortunately, they have not helped me at all. In fact they seem to[2] have made me worse. The druggist said that they are some kind of extract and that they should help to eliminate the pain.[3]

As I stated above, the pain seems to have gotten sharper. Shall I stop taking them? If so, would you please send me[4] a prescription for another medication. Also, may I bring back the pills and get a refund for the un[5]used portion?

Please let me know as soon as possible what, if anything, you can do for me.

118 WORDS Yours truly,

10) He sent a cablegram from Europe to let us know that he would be arriving in New York City on August[1] 15. He gave us a full description of his plans in a follow-up letter. He will address our group on the[2] topic, "Extrasensory Perception," on August 17 at 3 p.m. at the Conrad Hilton Hotel.[3] He is an extreme extrovert, and he is an excellent speaker. No doubt he will electrify the audience[4] with his magnetic personality. We fully intend to be present at this meeting; we would not miss it[5] for the world!
102 WORDS

11) Dear Mr. Trent:

I am writing this letter to inform you that the electrocardiogram which you had ta[1]ken last Friday shows that your heart seems to be in good condition.

Your blood tests, also, came out negative; your u[2]rine sample showed no sugar or albumin. All in all, you seem to be in excellent health.

The only slight dif[3]ficulty could be with your teeth. Due to the fact that one or two of the X-rays seemed suspicious, I would suggest[4] that you see your dentist.

I don't mean to alarm you about this condition; all might be well there, also; just check[5] it out in order to be on the safe side. At any rate, you really have nothing to worry about.

I am[6] enclosing my bill for the diagnostic tests.
131 WORDS Sincerely yours,

12) Dear Mr. Morris:

We have heard that you are interested in purchasing some equipment for your Electro[1]plating Department.

We think that we have just the equipment you need. We have been supplying firms like yours for ma[2]ny years, 25 to be exact. We can sell you, not only the equipment, but also the chemicals.

If[3] you buy directly from us, you eliminate the middleman. Our prices are the best you will get anywhere.[4] We guarantee all your purchases; you may pay out the amount you owe us in monthly payments *if you wish. Of*[5] *course you save by paying cash; as a* matter of fact, we give a 10% discount for payment made within 30[6] days. At any rate, you will find that our prices are the lowest.

Please call us at 617-412-5[7]012 for a representative to come to see you to discuss all the details.

Thank you.

161 WORDS Respectfully[8] yours,

13) Dear Jim:

I heard that you are looking for a good secretary.

My wife's sister is free right now, having given[1] up her last job because of personal reasons. She is an excellent secretary; she takes dictation at[2] 120 w.p.m. and transcribes very accurately and with high speed. She has had about 15 years[3] experience as an executive secretary for some of the most important companies in the U[4]nited States.

I am enclosing her resume; you would do well to call her in for an interview as soon as[5] possible. It is unlikely that she will stay unemployed for too long. Her telephone number is 412[6]-512-6172.

If you test her skills, you will see that she is truly highly qualified. In addi[7]tion to her skills, she is a very intelligent, personable, attractive young woman, well-poised, able to[8] meet the public, and she will be an asset to your office.

I hope that you will call her soon.

179 WORDS Sincerely yours,

14) He studied the course in physiology in the comfort of his own home. It was really independent stu[1]dy since each student went at his own pace; only one test was given at the end of the year; otherwise, no one checked[2] up on him during the year.

Specifications were given at the beginning of the year; but after that, the[3] relationship between the school and the students was very unstructured.

More and more people are studying cour[4]ses in this manner. They seem to be more comfortable pursuing knowledge in this way, although for some people[5] it seems unnatural.

Verification of the results of the course is published in June of each year. Only[6] a few people don't seem to take to this method of study, but everybody else in the program seems to[7] do well. Now and then somebody even excels over those people in conventional schools.

156 WORDS

REFERENCE SECTION

CAPITALIZATION

General Rule: Capitalize the first word of every sentence and the first word of every complete direct quotation.

Mary said, "There will be a meeting tonight for all club members."

Fragments of Quotations: Do not capitalize fragments of quotations.

One of the points he stressed was the importance of a "a sense of honesty."

Continued Quotation: Do not capitalize a quotation continued or resumed within a sentence. A period or comma is placed before the ending quotation mark.

"I'll finish mowing the grass," Frank said angrily, "while you finish fixing your hair."

Use of a Colon: Capitalize the first word after a colon if that word begins a complete sentence. Always space twice after a colon.

These were the orders: Use all available manpower on the afternoon shift. Do not use first year policemen on evening duty.

Official Titles: When an official title immediately precedes a name, it should be capitalized. When a title occurs elsewhere in the sentence, it may be written without the capital unless it is a title of high distinction or it is used to refer to a specific person.

On Friday, Governor West will swear in the new commissioners.

James Melia is the president of the society.

The Mayor of Worcester will be there.

Business and Professional Titles: Business and professional titles used without the name of the person are not capitalized.

The lawyer will be in later in the day.

The doctor is now on rounds at the hospital.

Titles of Books, Articles, etc.: Capitalize first words and all other words in titles of books, articles, periodicals, headings, and plays, except words which are articles, conjunctions, and prepositions.

I understand that you have read *The Relationship of the Primrose Committee.*

Street, Avenue, Company, etc.: Capitalize such words as street, avenue, company when used with a proper noun.

The address of this company is 208 Weybosset Street.

Proper Nouns: Capitalize all proper nouns and their derivatives.

Robert hung his new Venetian blinds.

Days, Months, Holidays: Capitalize the names of days of the week, months of the year, holidays, periods of history and historic events.

On Tuesday, May 31, we celebrate Memorial Day.

Seasons of the Year: Seasons of the year are not usually capitalized.

This spring has been very wet.

Geographical Names, Regions, etc.: Capitalize the name of geographic regions and localities as well as geographical names. Points of the compass are not capitalized when used to indicate direction.

We live in the Northeast.

Drive south on Route 195, then turn west on Route 138.

Organizations, Clubs: Capitalize the names of organizations, clubs and their derivatives.

The Girl Scouts are scheduled to meet today at 4 p.m.

PUNCTUATION

Apostrophe as a Symbol: The apostrophe may be used as a symbol for *feet* in bills and tables. It may be used also to indicate the omission of figures, or in contractions to indicate the omission of letters.

Apostrophe Used to Show Possession:

a) Add the *apostrophe* and *s* to a singular noun to show possession.
b) Do not use the *apostrophe* in possessive pronouns.
c) Add the *apostrophe* only after plural nouns ending in *s* to show possession. The *apostrophe* is omitted in plural company and organization names that are possessive.
d) Add an *apostrophe* and *s* to a plural noun which does not end in *s* to show possession.
e) The last noun in the series is made possessive to indicate joint or common possession by two or more persons. Separate possession of two or more persons is indicated by adding the possessive to each of the nouns.
f) Add an *apostrophe* and *s* to a proper name of one syllable which ends in *s* to show possession.
g) Add only an *apostrophe* to a proper name of more than one syllable which ends in *s* to show possession.

Comma: Use commas to separate words in a series. Use commas to set off words in apposition and words of direct address. The comma is used to set off introductory expressions and any phrase or clause out of its natural order.

Use a comma to set off dates and to separate the city and state.

Use a comma to separate unrelated groups of figures which come together.

Dash: Use the dash for emphasis, to indicate a change of thought, and to introduce the name of an author or a reference when it follows a direct quotation.

Exclamation Mark: Use an exclamation mark after emphatic interjections.

Hyphen: Use the hyphen in compound numerals from twenty-one to ninety-nine. Use the hyphen to join compound adjectives preceding a noun which they modify.

Period: The period marks the end of a complete declarative sentence. It is also used after abbreviations. Always leave two spaces after a period which is used to end a sentence. If a sentence ends in a quotation, the period is placed inside the quotation with no extra spaces between the period and the ending quotation mark.

Question Mark: Use a question mark at the end of a sentence that is a direct question. Be careful of requests; they are followed by a period.

Quotation Marks: Use quotation marks to enclose direct quotations. A long quotation may be set off from the body of the material by being single spaced and indented, and need not be enclosed within quotation marks.

To indicate a quotation within a quotation, use the apostrophe.

Use quotation marks to enclose titles of articles, poems, plays.

If you wish to call attention to special words or phrases, use quotation marks.

The question mark is placed before the ending quotation mark when it punctuates the quoted matter. It is placed after the ending quotation mark when it punctuates the entire sentence.

Semicolon: Use a semicolon to separate the members of a compound sentence when the conjunction is not expressed.

Use a semicolon to separate a series of phrases or clauses that are introduced by a colon. Use a semicolon to separate the members of a compound sentence when the clauses are joined by a conjunctive adverb.

NUMBERS

Numbers ten and under are spelled out. Numbers above ten are written in figures. However, if several numbers above and under ten are expressed in the same sentence, all should be written in figures or spelled out to be consistent.

Numbers used to begin sentences are always spelled out. Use a comma to separate unrelated groups of numbers which come together.

If two numbers form one item, spell out the shorter of the two numbers.

Fractions in a series are expressed in figures. Fractions in isolation may be spelled out.

Fractions not on the keyboard are created by using the diagonal. Do not mix those that you create and those that are on the keyboard.

Space once between a whole number and a made fraction.

Express measures, weights, dimension, and distance in figures.

Express money in figures. Even sums of money are written without the decimal and ciphers. Use parentheses to enclose figures following amounts which are expressed in words when the figures are used for added clarity or emphasis.

When "o'clock" is used for stating time, spell the hour in full. Use a colon between hours and minutes expressed in figures. Type word to state approximate *age* in years; use figures in stating exact age.

Policy, year, page, room, telephone, invoice, order, and most other serial numbers are written in figures without commas.

Numbers preceded by nouns, such as *Volume, Chapter, page,* etc. are expressed in figures.

The plural of most figures is formed by adding an *apostrophe* and *s*; the plural in market quotations is expressed by the addition of *s* without the apostrophe.

PARTS OF THE LETTER: ARRANGEMENT AND FORM

Letterheads: Most businesses use paper which has the company name, address, and telephone number printed on it. Many times other information such as a sales message, a description of the business, a list of the company officers, etc., is included. Letterhead usually is confined to the top two inches of the paper.

Return Address: When an individual typewrites a letter for himself, or when a company does not use printed letterheads, the return address must be typewritten. The return address may be blocked at the left margin or placed so the longest line in the return address ends at the right margin.

This table may help you in transcription work:

Short Letter	Place return address on line 18
Average Letter	Place return address on line 14
Long Letter	Place return address on line 10

Date Line: This chart will help you place letters vertically on the page:

Words in Letter	Line on which DATE is placed
Up to 100	20
101 to 150	18
151 to 200	16
201 to 250	14
251 to 300	12
Longer than 300	12

Horizontal Placement: In letters written in the BLOCK or AMS SIMPLIFIED styles, we suggest that you place the date at the left margin.

In MODIFIED BLOCK style letters, the date usually starts at the center; however, it may also be centered or placed to end at the right margin.

In FULL BLOCK style letters, the date is typewritten beginning at the left margin.

Address: The address is typewritten on the fourth line (3 blank line spaces below the date). The address is blocked at the left margin just below the salutation.

The addressee's title may be typewritten on the line with his name unless it is unusually long. When it is unusually long, the addressee's title may be typewritten alone on the line following his name.

Subject Line: The subject line may be typewritten on the second line below the salutation. The word *subject* may be typewritten with each letter capitalized or with only the first letter capitalized. It should be followed by a colon.

Attention Line: The attention line is not used frequently in business letters. When it is used, it is usually typewritten on the second line below the address at the left margin. The word *attention* may appear with each letter capitalized or with only the first letter capitalized, and may or may not be followed by a colon. The attention line does not affect the salutation.

Body: The body of the letter is started on the second line below the salutation. When a subject line has been used, it is started a double space below the subject line.

Complimentary Close: The complimentary close is typewritten on the second line below the body of the letter. Capitalize only the first word of the complimentary close.

Company Name: Sometimes the company name is typewritten in the closing lines. When this is done it must appear in all capital letters two lines below the complimentary close.

Typewritten Name and Official Title: The name of the person writing the letter and his official title may be typewritten four lines below the complimentary close, or four lines below the company name when it is used. When both the name of the official title are used, they may be typewritten on the same line, or the official title may appear on the next line below the name.

A male never uses the personal title *Mr.* when typewriting his name at the end of a letter or in his penwritten signature.

Reference Initials: The reference initials are used to identify the persons who dictated and prepared the letter. They are usually placed two lines below the name and title, at the left margin, but may appear on the same line with the official title in very long letters.

When the dictator's name is typewritten as part of the closing lines, it is not necessary to show his initials or name in the reference line, although it is permissible to do so.

When the dictator's name is not typewritten below the complimentary close, it may be typewritten on the reference line. The initials and surname are typewritten without spaces or punctuation. A diagonal is often used to separate the dictator's initials from those of the typist.

Special Notations: Special notations, such as carbon copy notations, postscripts, and enclosure notations, are typewritten on the second line below the reference initials.

A list of the items enclosed may be listed under the word *Enclosures,* with each item indented five spaces from the left margin and single spaced.

Carbon copy notations may be indicated by the abbreviation *cc* or spelled out.

For added emphasis on a particular paragraph, or as an afterthought, a postscript may be added at the end of the letter. Double space before the postscript. The letters *P.S.* may or may not be used.

Salutation: The salutation, or greeting, is typewritten two spaces below the last line of the inside address and flush with the left margin.

Only the first word and all the nouns in the salutation contain intial capitals.

The choosing of a salutation depends on the first line of the inside address. The degree of formality existing between the correspondents determines the form of salutation.

If an attention line has been used, the salutation is placed on the second line below the attention line.

FORMS OF ADDRESS

GOVERNMENT OFFICIALS—FEDERAL

The President of The United States

ADDRESS: The President
The White House
Washington, DC

SALUTATION: Sir: My Dear Mr. President:
To The President:

COMPLIMENTARY CLOSE: Respectfully yours,
Respectfully submitted,

The Vice President of The United States

ADDRESS: The Vice President
The United States Senate
Washinton, DC
or
The Honorable Marshall A. Grande
Vice President of the United States
Washington, DC

SALUTATION: Sir: My dear Mr. Vice President:

COMPLIMENTARY CLOSE: Respectfully yours, Yours very truly,

Speaker of The House of Representatives

ADDRESS: The Honorable Fred K. Smythe
Speaker of the House of Representatives
Washington, DC

SALUTATION: Sir: Dear Sir: Dear Mr. Smythe:
My dear Mr. Speaker:

COMPLIMENTARY CLOSE: Respectfully yours, Very truly yours,

Member of The House of Representatives

ADDRESS: The Honorable Horace Reed
United States House of Representatives
Washington, DC
or
Representative Horace Reed
House Office Building
Washington, DC

SALUTATION: Sir: Dear Sir: Dear Mr. Reed:
My dear Mr. Representative:

(*Appropriate titles would be substituted for a female member of Congress.*)

COMPLIMENTARY CLOSE: Respectfully yours, Very truly yours,

Senator

ADDRESS: The Honorable Ronald L. Jackson
The United States Senate
Washington, DC

SALUTATION: Sir: Dear Sir: My dear Mr. Senator:
My dear Senator Jackson:

COMPLIMENTARY CLOSE: Respectfully yours, Sincerely yours,
Very truly yours,

Justice of The Supreme Court

ADDRESS: The Honorable Joseph Halloway
Chief Justice (Associate Justice) of the
Supreme Court
Washington, DC

SALUTATION: Sir: My dear Sir: My dear Mr. Chief Justice:
My dear Mr. Justice: (Associate Justice)

COMPLIMENTARY CLOSE: Respectfully yours, Very truly yours,

Cabinet Members

ADDRESS: The Honorable James Melia
The Secretary of _____
Washington, DC

SALUTATION: Sir: Madam: My dear Mr. Secretary:
Mr. Secretary: My dear Madam Secretary:

COMPLIMENTARY CLOSE: Very truly yours, Respectfully yours,

Commissioner

ADDRESS: Commissioner of the Bureau of_____
Department of _____
Washington, DC
or
The Honorable Robert E. Anderson
Commissioner of the Bureau of _____
Washington, DC

SALUTATION: Dear Sir: Dear Mr. Commissioner:
Dear Commissioner Anderson:

COMPLIMENTARY CLOSE: Respectfully yours, Very truly yours,

GOVERNMENT OFFICIALS—STATE

Governor

ADDRESS: The Honorable Ronald Welcom
Governor of Massachusetts
Boston, MA

SALUTATION: Sir: My dear Sir: My dear Governor Welcom:

COMPLIMENTARY CLOSE: Respectfully yours, Yours very truly,

Lieutenant Governor

Treated the same as for Governor except that the second line of the inside address would be:

Lieutenant Governor of Massachusetts

State Senator

Treated the same as for Governor except that the second line of the inside address would be:

The State Senate

State Representative

Treated the same as for Governor except that the second line of the inside address would be:

The House of Representatives

GOVERNMENT OFFICIALS—CITY

Mayor

ADDRESS: The Honorable Richard Capuano
Mayor of the City of Hartford
City Hall
Hartford, CT

SALUTATION: Sir:

COMPLIMENTARY CLOSE: Respectfully yours,

GOVERNMENT OFFICIALS—TOWN

Town government leadership may be vested in a Town Manager or Town Administrator. If this is so, the full name would follow the appropriate title. Use *Town Hall,* plus the name of the town as the address. Government leadership may also be vested in a town council, selectmen, or wardens. If so, the president or chairman of that group should be addressed by his title, plus *Board of* or *The Town Council.* Use the name of the Town, Town Hall, as the address.

SALUTATION: Sir: Madam: My dear Mr. Jones:
My dear Mrs. Jones

COMPLIMENTARY CLOSE: Respectfully yours, Yours very truly,

RELIGIOUS OFFICIALS—PROTESTANT

Minister

ADDRESS: The Reverend Arthur Clarke
56 Bond Avenue
Providence, RI

SALUTATION: Dear Sir: Dear Mr. Clarke:

COMPLIMENTARY CLOSE: Respectfully yours, Sincerely yours,
Very truly yours,

Protestant Episcopalian Bishop

ADDRESS: The Right Reverend James J. Arthur, D.D.
Bishop of the Episcopal Diocese
Worcester, MA

SALUTATION: Right Reverend and Dear Sir:
My dear Bishop Arthur:

COMPLIMENTARY CLOSE: Respectfully yours, Sincerely yours,

Methodist Bishop

ADDRESS: Reverend Bishop Richard Carpenter

SALUTATION: My dear Bishop Carpenter: Dear Sir:

COMPLIMENTARY CLOSE: Respectfully yours,

RELIGIOUS OFFICIALS—JEWISH

Rabbi

ADDRESS: Rabbi Morris Blumberg

SALUTATION: Reverend Sir: My dear Sir: Dear Sir:
My dear Rabbi Blumberg:

COMPLIMENTARY CLOSE: Respectfully yours,

NOTE: *If either a minister or a rabbi is the holder of a doctorate, the address should include either the title "Doctor" or the initials of his degree, but not both.*

RELIGIOUS OFFICIALS—ROMAN CATHOLIC

The Pope

ADDRESS: His Holiness, The Pope
Vatican City
Rome, Italy

SALUTATION: Your Holiness: Most Holy Father:

COMPLIMENTARY CLOSE: Respectfully yours,

Cardinal

ADDRESS: His Eminence, Joseph Cardinal Flynn
Archdiocese (or Diocese) of Boston
Boston, MA

SALUTATION: Your Eminence:

COMPLIMENTARY CLOSE: Respectfully yours,

Archbishop

ADDRESS: The Most Reverend Archbishop of Hartford
or
The Most Reverend Anthony Pellozo
Archbishop of the Diocese of Hartford
Hartford, CT

SALUTATION: Grace: Most Reverend Archbishop:
Your Excellency:

COMPLIMENTARY CLOSE: Respectfully yours,

Bishop

ADDRESS: The Most Reverend Louis Patterson, D.D.
Bishop of Fall River
Fall River, MA

SALUTATION: Most Reverend and Dear Bishop:
Your Excellency:

COMPLIMENTARY CLOSE: Respectfully yours,

Monsignor

ADDRESS: The Rt. Reverend Andrew Burns
or
The Very Reverend Paul Pagelli

SALUTATION: Right Reverend and dear Monsignor

COMPLIMENTARY CLOSE; Respectfully yours, Sincerely yours,

Priest

ADDRESS: The Reverend James Paquette

SALUTATION: Reverend dear Father: Dear Reverend Father:
Dear Father Paquette:

COMPLIMENTARY CLOSE: Respectfully yours,

Nun

ADDRESS: Sister Mary O'Connor, S.S.J.

(*Most orders include their initials after the surname of the sister. Some orders use the title "Reverend Sister" and some "Reverend Mother."*)

SALUTATION: Dear Sister: My dear Sister:

COMPLIMENTARY CLOSE: Respectfully yours,

DICTATION AND TRANSCRIPTION PRACTICE

ACTUAL BUSINESS LETTERS FROM THE FIELDS OF ENGINEERING, INSURANCE, LAW, MEDICINE, MERCHANDISING, PUBLICATIONS, PUBLIC RELATIONS, REAL ESTATE AND UTILITIES. ALL MATERIAL HAS BEEN COUNTED, WITH INDICATORS EVERY 28 SYLLABLES, FOR EASE IN DICTATING AT VARIOUS SPEEDS.

CREDITS

P.A.R. acknowledges with gratitude the generosity of the following companies in allowing us to use letters from their files for Speed/Script instructional purposes. These letters appear in Book 2—**Guide to Dictation and Transcription**—to make the material true to life.

Balfour, L.D., Inc.
Blue Cross & Blue Shield of Rhode Island
Equitable Life Assurance Society of the United States
Fall River Electric Company
Geigy Chemical Corporation
Greater Providence Chamber of Commerce
Horton, Church, & Goff, Inc.
Industrial National Bank
Memorial Hospital
Miriam Hospital
Perry, Hicks and McCawley, Attorneys at Law
Rhode Island Hospital Trust
Schjeldahl, G.T.
Slater, McGowan, Arcaro & Swartz
Slatter, Balkun and Mullen, Attorneys at Law
Swank Jewelers
WPRI-TV

Preview: *xerox* *deed* *certified*
corporation *professional* *appreciate*

Dear Mr. Monahan: Enclosed for your review please find a xerox copy of a deed from Exxon Corpora[1]tion to Robert L. Fairchild together with a copy of a certified vote from the corporation assist[2]ant secretary. I also enclose a copy of a proposed deed from Mr. Fairchild to Professional[3] Technology, Inc. If you feel that the deed from Mr. Fairchild is not satisfactory for[4] whatever reason, please feel free to draft a deed yourself and charge my client accordingly. Again, being in[5] the title business myself I certainly can appreciate the volume you are facing now. However, we would[6] appreciate any consideration you can give us for a quick closing since we do fear that Exxon might be[7] getting rather impatient with us. Thank you for your anticipated cooperation.
Yours very truly,[8]

Preview: *herewith* *Post-Trial* *conclusion*
attorney *plaintiff* *Memorandum of Law*

Dear Mr. Justice Fanning: Enclosed herewith find the original Post-trial Memorandum of Law filed[1] by the defendant corporations in accordance with your instructions issued from the bench at the conclusion[2] of trial on Tuesday, April 10, 1973. A copy of the enclosed Memorandum has this[3] day been mailed, postage prepaid, to Allan H. Anderson, attorney for the plaintiff association.
Yours very truly,

Preview: *contact* *advertising* *equity*
Affidavit of Family Facts *necessary*

Dear Herb: At the request of Judge Everett Frank of the Fitchburg District Court, we are in contact with several rel[1]atives who are able to supply us with the necessary information to put together an Affi[2]davit of Family Facts so that we can complete the above equity. In the meantime, we have received a[3] bill from the Providence Journal relative to advertising costs in the equity. Since you are holding[4] funds, would you kindly send a check to us made payable to the Providence Journal in the amount of $70.[5]20 so we can satisfy their bill.
Yours,

Preview: *promissory note* *acknowledge* *exception*
subparagraph *indebtedness* *stockholders*

Dear Mr. Heath: This letter will serve to acknowledge and note exceptions to a promissory note which is se[1]cured by a Security Agreement covering machinery and equipment on the above corpora[2]tion. We acknowledge exception to C Subparagraph 2 which reads "Make any loan or advances to or assume[3] guarantee endorse or otherwise become liable for or upon the indebtedness of any person firm[4] or corporation except the endorsement from negotiable instruments for deposit or collection[5] in the usual course of business. We acknowledge exception to this paragraph because of the stock purchase[6] plan that was entered into on the seventh day of August, 1970, between the company and the[7] three stockholders. In addition, we acknowledge exception to Page 2 in the Promissory Note Section A[8]-3 and action was started by Advanced-Willis Industries, Inc. against ABC Controls, Inc.[9] in the United States District Court, and it is entitled C.A. No. 4321.
Very truly[10] yours,

Preview: *retained* *Fitchburg* *brother-in-law*
cooperation *appreciate* *earliest*

Dear Mrs. Bonnallie: This office has been retained to clear title to real estate in Warwick, Rhode Island, owned[1] at one time by your late husband's grandmother. We have been communicating with your brother-in-law, Justice Ever[2]ett H. Dudley of the District Court of Fitchburgh, relative to an Affidavit of Family Facts of the[3] late Mrs. Dudley. I would appreciate knowing the names and addresses and present ages of the children of Paul[4] so that we might fill our affidavit and have your brother-in-law sign it. If you feel you need further infor[5]mation, please do not hesitate to call either myself or your brother-in-law relative to this. I thank you[6] for your cooperation and would appreciate it if you could contact me at your earliest convenience.[7]
Yours very truly,

Preview: *defendants* *personal* *certified*
real estate *notation* *writ of attachment*

Gentlemen: Enclosed for filing in the above case please find a writ of attachment. The defendants currently[1] live out of state and we will attempt personal service by certified mail. In the meanwhile, kindly serve this writ[2] of attachment by recording same to the Middlesex County, Southern District, Registry of Deeds, Non-Regis[3]tered Land. Please be advised that the defendants are in the process of selling this real estate and quick service at[4] the registry office would be appreciated. Please forward the writ and your notation of service thereon[5] together with your bill for services.
Yours very truly,

Preview: *request* *endorsement* *distributed*
employees *accruing* *publication*

Dear Sir: In connection with our request to add the Employees Benefits Liability Endorsement to[1] our present Comprehensive General Liability Policy, I am enclosing a copy of "In[2]side our Bank" which is distributed to all employees and contains an outline of the various benefits[3] accruing to our people. I trust this publication will be helpful.
Very truly yours,

Preview: *pertaining* *legal* *invoice*
disbursement *inspect* *construction*

Dear Cal: Enclosed please find a copy of the invoice from Andrews and Baker pertaining to the drafting of the[1] legal documents for the loan to Camps, Inc. As per our agreement, please issue a check pay[2]able to Washington Co. for this invoice and we will remit the funds directly to Collins and Bak[3]er. Also, I will be contacting you upon receipt of your next disbursement so that I may inspect the con[4]struction prior to the next advance. Should you have any questions or should any problems arise, please don't hesi[5]tate to contact me.
Very truly yours,

Preview: *director* *loan* *amortization* *balloon*

Dear John: Per letter received February 27, 1973 from Mr. John Lavalee,[1] Director of TFI, the amortization on your $50,000 loan has been changed from 6[2] years to 10 years amortization with a $20,000 balloon 6 years out. If you have any[3] questions concerning this change, please feel free to contact me.
Very truly yours,

Preview: *concerning* *contracts* *deductible*
eligible *reimbursement* *itemized*

Dear Miss Manchester: This is in reply to your recent letter concerning Major Medical coverage. Un[1]der the terms of most Major Medical contracts, you must meet a $100.00 deductible in eli[2]gible out-of-pocket expenses during a "benefit" or "calendar" year before you are eligible[3] for 80% reimbursement. For your reference, a Major Medical contract, pamphlet, and claims enve[4]lope are enclosed. Please complete the questions on the Major Medical envelope, place all itemized bills in the[5] envelope, and mail to the Major Medical Claims Department.
Sincerely,

Preview: *correspondence* *wherein* *Government*
delay *unfortunately* *prescription*

Dear Mrs. Ellwell: This is in reply to your recent correspondence wherein you requested a Medicare[1] Handbook. I am sorry to say that we cannot comply with your request at this time since the Government as yet[2] has not issued the 1973 Handbooks. This delay is partially due to the fact that there were man[3]y changes in the Medicare Program, effective January 1, 1973. However, we[4] have added your name to a list we are keeping for that purpose, and as soon as we receive our supply, we will[5] send you a copy. In closing, unfortunately, neither Medicare nor Blue Cross makes allowances toward[6] prescription drugs.
Sincerely,

Preview: *application* *submitted* *representative*
premium *dividends* *purchasing*

Dear Mr. Beauregard: RE: Policy No. 0117667 We are pleased that[1] your application for insurance submitted through our representative, Mr. Jette, has been approved and that[2] the above numbered policy has been issued. In accordance with your signed request, the initial premium[3] of $51.38 on your new

policy has been reported paid by the use of $5[4]1.38 of dividends credits from policy number 0136011.[5] We thank you for purchasing your new policy from Equitable.
Sincerely yours,

Preview: *England* *contract* *duration*
liable *decision* *whether*

Dear Miss Evans: This is in reply to your recent letter concerning possible Blue Cross coverage while liv[1]ing in England. It has been the intent of the Rhode Island Plan 65 contract to cover claims outside[2] the United States for travel, such as vacations or reasons of business, providing the length of time spent is[3] less than six months' duration. In view of the information you provided, we can no longer be liable[4] for claims for services rendered outside the United States. The decision would be entirely up to you[5] as to whether or not you wish to continue your Plan 65 coverage. We will continue to honor[6] claims for services rendered in the United States if these services are covered by Medicare.
Sincerely,[7]

Preview: *explanation* *regulations* *intermediary*
rendered *Jacksonville* *processing*

Dear Mr. Taylor: This is in reply to your recent letter wherein you requested Plan 65 forms. We[1] do not have Plan 65 forms as such. In order to pay Plan 65 benefits, we must have the "Expla[2]nation of Medicare Benefits" form showing Medicare's consideration for the claim. Under Government[3] regulations, the intermediary in the area where the service is rendered, must handle the claims[4] for Medicare. Therefore, for any bills incurred in Florida, please have the hospital and doctors file with Blue[5] Shield in Jacksonville first. Then send each "Explanation of Medicare Benefits" to us which they will give you. Please[6] note your Blue Cross number on these forms and forward to our Plan 65 Claims Department for processing.
Sincere[7]ly,

Preview: *described* *greatly* *cooperation*
depositing *receive* *issuance*

Dear Mr. Metcalf: RE: Policy No. 6901169 The check described below was[1] drawn to your order almost a year ago and has not yet been presented for payment. We shall greatly appreci[2]ate your cooperation in depositing the check promptly since payment is stopped on checks which are outstanding[3] for more than one year. If you did not receive the check or if it has been lost, please complete and return the enclosed[4] stop payment request so that the issuance of a new check may be considered.
Sincerely yours,

Preview: *authorization* *depositors* *bank*
magnetic *automatic* *specifications*

Gentlemen: We are pleased to enclose the authorization of another of your depositors who wishes[1] to arrange for the automatic payment of monthly premiums under the Equitable's System-Matic[2] premium plan. We are aware of the requirements of your bank regarding the preparation of checks and[3] take this opportunity to let you know that all System-Matic checks will be encoded in magnetic ink[4] to meet your specifications. We have a specimen check from your depositor, and our System-Matic checks[5] will be magnetically encoded in accordance with the coding shown on this check. Thank you for your cooper[6]ation in so serving your depositors.
Sincerely yours,

Preview: *received* *remittance* *return*
expired *lifetime* *policyholder*

Gentlemen: RE: Salary Allotment Acc't #768601 This letter is[1] a reminder that we have not received your remittance for the premiums due on April 1, 197[2]3. This may have been an oversight. Would you please forward your remittance and accounting statement by re[3]turn mail if you have not already done so. If, for some reason, you are unable to forward the

payment by[4] return mail, please contact us immediately. Your employee's policies provide a 31-day grace pe[5]riod for payment. This period has expired and the policies have lapsed. However, we would be prepared[6] to reinstate each policy if the payment is received in this office by July 17, 197[7]3 during the lifetime of the insured. Otherwise, we will have to notify each policyholder[8] that his policy is lapsed. Your early reply will be appreciated.
Sincerely yours,

Preview: *recent* *address* *information*
earliest *identification* *necessary*

Dear Mr. Anthony: This is in reply to your recent letter concerning a change of address. I am sor[1]ry to say that there is nothing we can do at this time with the information we have on hand. Therefore, at your[2] earliest convenience, please send me your complete Medicare and/or Blue Cross identification numbers. At[3] that time I will be able to make the necessary changes.
Sincerely,

Preview: *anticpated* *consequently* *abundance*
possible *credited* *confirming*

Gentlemen: Our September class for 1973 turned out to be much smaller than anticipated.[1] Consequently, we have an abundance of books which will not be used. Please advise us if it would be possible[2] to return 35 copies of Mathematics of Business Affairs to be credited to our account. we[3] will look forward to your earliest response confirming our request. Thank you for your cooperation.
Sincerely,

Preview: *chairman* *approval* *impression*
samples *secretary* *interest*

Dear Barry: Thanks for sending along copies of your material to some of our instructors. The Chairman of[1] our Business Department recently received a shipment of material from you, and the invoice was marked "On[2] Approval Copy." Will there be a charge on this material? We were under the impression that these would be[3] free samples. By the way, the invoice number is 20483. Thanks again for your interest in the[4] College of Business. Please send your reply in care of my secretary, Mrs. Amy James.
Sincerely,

Preview: *issued* *enclosed* *material*
outstanding *company* *credit*

Dear Sir: We are holding your Credit Memo No. 515 in the amount of $93.50[1] which you issued to us on January 25, 1973. A copy is enclosed. Inas[2]much as we do not know when we will have an order for any of your material, we would appreciate[3] your sending us a cash refund to replace the credit memo. It is necessary that we clear this outstand[4]ing amount from our account with your company.
Very truly yours,

Preview: *recently* *re-evaluated* *catalogs*
effectively *available* *cooperation*

Dear Sir: We have recently re-evaluated our present stock of catalogs. We have found that we need more[1] recent materials to maintain our learning resource center effectively. Therefore, we would greatly appre[2]ciate any new 1973 listings of materials that you now have available. Thank you[3] for your cooperation.
Sincerely,

Preview: *appreciate* *information* *audio-visual*
Los Angeles *remainder* *requested*

Gentlemen: We would appreciate information on the texts indicated on the enclosed flyer. Any[1] information regarding the costs of your audio-visual supplements would also be very helpful.[2] Do you plan to have any workshops in the Los Angeles area during the remainder of 197[3]3? If so, please indicate date, time, and place. Thank you for sending the requested information.
Sincere[4]ly,

Preview: *seldom* *appreciate* *Congressional*
regret *attention* *certainly*

Dear Doctor Carr: Thank you very much for your letter of December 20. I am very seldom in my[1] office due to the number of meetings, etc., that I must attend and regret that I was not in[2] when you called. I appreciate your calling my attention to the reference in the Congressional health stud[3]y and have asked my research associate, Mr. Frank, to obtain a copy. Certainly, I would be happy[4] to meet with you and discuss the issue. I do intend to take a short vacation over the holidays, but[5] will call you the first or second week in January to agree on a meeting date.
Sincerely,

Preview: *promptly* *particularly* *courteous*
subscriber *competent* *tremendous*

Dear Mr. Picard: I am taking the liberty of answering your letter to Mr. Hanley since he is[1] out of town and I know he would want you to hear from us promptly. We were very pleased that you received good service[2] from our Subscriber Service Department, and particularly delighted that you would bother to write and tell[3] us about it. We do, in fact, maintain personnel files on individual employees, and your letter[4] will join a number of others that we have received about Mrs.

Carver. She does do a fine job; but believe[5] it or not, virtually everyone else in the Department is equally competent and courteous. At[6] this time of year, Blue Cross is always under a tremendous workload because many people hold their claims until[7] the end of the year. I am fearful that at times our employees' patience wears a little thin, so I was cer[8]tainly happy to receive a letter like yours indicating that our service is still good. Your letter was re[9]ceived at a very opportune time in that it will do much for the morale of the people in the Department.[10] On behalf of Mrs. Carver, Mr. Hanley and myself, I want to thank you for writing.
Sincerely,

Preview: *tabulating* *scanning* *determining*
analysis *atypical* *attitudes*

Dear Mr. Foot: Arthur has sent me your completed questionnaire and your request to discuss the results. Thank you[1] very much for returning it so promptly. We have the project about two-thirds completed and will be tabu[2]lating the results as computer time becomes available, but I expect it will probably be a month[3] or so before the final analysis is done. At that point, I'm sure Arthur will want to discuss the[4] returns with you personally and with the entire Board. I took the liberty of scanning your answers and[5] do not believe they are significantly atypical. However, it has been some time since we did a stud[6]y of this type; and I am extremely interested, as you are, in determining overall attitudes[7] on these critical questions. The results should be of considerable value to us in planning many of[8] our efforts for the next few years.
Sincerely,

Preview: *commenting* *resulting* *assure*
emergencies *generally* *committee*

Dear Mr. Stone: Thank you for your letter of December 7 commenting further on the problem of medi[1]cal emergencies. We did understand that your specific concern was related to medical emergen[2]cies resulting in admissions to the hospital.

Preview: *hereto* *invoice* *instructors*
mathematics *inasmuch as* *cancelling*

Gentlemen: Attached hereto is an invoice which was mailed to us on September 25 charging Mr. Ralph[1] Slowe, one of our instructors, for a Mathematics of Business Affairs Instructors Manual. We have received[2] such materials without charge in the past, inasmuch as we have the textbook adoption in the area.[3] Therefore, I would appreciate very much your cancelling the charges.
Yours very truly,

Preview: *newspaper* *health* *initial* *campaign*
concerning *introduce* *discussed* *assistance*

Dear Senator Roberts: I have been extremely interested in recent newspaper articles concerning[1] the health care program which you plan to introduce into the United States Senate. It was particularly[2] pleasing to note that you included in your initial comments some of the ideas discussed with our staff during[3] your recent visit. As you know, Blue Cross/Blue Shield is the major provider of both private and Federal health[4] care programs in Rhode Island, and in this role we have followed closely the development and design of the var[5]ious national health proposals. I realize that the present campaign represents a total commitment of[6] your time and that the specifications of your program will not be finalized until some time following the[7] election. At that time, I would like to offer you their sources of our staff to provide you with assistance in[8] developing your proposal. I feel confident that we can provide you with a great deal of experience[9] and expertise on benefit design and approaches to coverage. When time permits, I hope you will give me a[10] call in order that we may discuss the matter further.
Cordially,

My letter was intended to suggest that we will be[3] solving not only this problem but also the larger problem of medical emergencies generally.[4] I am sorry that you were disappointed in hearing from me rather than Mr. Smith. I assure you that Paul[5] is working very closely with my committee in addressing this problem. Further, we hope to be taking a[6] proposed solution to our Board of Directors in early 1973.
Sincerely,

Preview: *response* *amount* *apologize*
returning *opportunity* *attention*

Dear Mr. Anthony: In response to your letter of March 5, 1973, we are returning your[1] check #319 in the amount of $26.33. The bill you received for[2] this amount was sent to you in error, as we have your account coded "away on vacation" until April.[3] Please let me take this opportunity to apologize for any inconvenience this situation may have[4] caused you. Thank you very much for bringing this matter to our attention.
Sincerely,

Preview: *representing* *damaged* *insurer*
replacing *automobile* *earliest*

Dear Mr. Wilson: Enclosed is an invoice in the amount of $1,530.14[1] representing cost of replacing New River Electric Light Company property damaged by your au[2]tomobile on March 5, 1973. Please refer this invoice to your insurer at your earliest[3] convenience.
Very truly yours,

Preview: *authorized* *delinquent* *legitimate*
indebtedness *debtors* *obligations*

Gentlemen: You are hereby authorized to proceed to collect indebtedness due New River Electric[1] Light Company from delinquent debtors listed on the enclosed schedule. You may use any reasonable[2] and legitimate means to enforce discharge

of the listed obligations short of court action. No suit may be[3] instituted without express permission in writing. Kindly exercise care to insure minimum public[4]ity of any type or nature.
Very truly yours,

Preview: *conversation* *photostat* *pertinent*
deficiency *breakdown* *hesitate*

Dear Bob: As requested in our telephone conversation on Wednesday I am enclosing the following which[1] may be of some help to you in connection with the deficiency assessed NRELCO re[2] *Use Taxes* from June 1, 1969 - June 1, 1972. (1) A photostat of C.[3] R. Place's letter to F. I. Patterson on July 14, 1972 regarding the examiner's[4] findings for the first year that he had reviewed, June 1970 through May 1971. (2) A sum[5]mary of the Sales and Use Tax Returns as submitted and paid for the calendar year 1971,[6] and (3) A breakdown of the basis for the use tax submitted and paid for the month of September 197[7]1 with pertinent footnotes. If we can be of any further help, don't hesitate to call.
Very tru[8]ly yours,

Preview: *conformance* *mortgage* *pursuant*
indenture *supplemented* *securities*

Gentlemen: In conformance with the requirements of Section 11.03(1) of Indenture of First[1] Mortgage and Deed of Trust dated as of January 1, 1953, as supplemented, enclosed is[2] one (1) copy of New River Electric Light Company SEC Form 8-k for Current Reports for the month of March,[3] 1973. This report is filed with the SEC pursuant to the requirement of Sec[4]tion 15(d) of the Securities Exchange Act of 1934.
Very truly yours,

Preview: *recent* *information* *identification*
address *earliest* *necessary*

Dear Mr. Bates: This is in reply to your recent letter concerning a change of address. I am sorry to[1] say that there is nothing we can do at this time with the information we have on hand. Therefore, at your earli[2]est convenience, please send me your complete Medicare and/or Blue Cross identification numbers. At that time[3] I will be able to make the necessary changes.
Sincerely,

Preview: *expressed* *compliment* *caliber*
rendered *appreciated* *intend*

Dear Miss Hollis: This is in reply to your recent letter wherein you expressed your thanks for services rendered[1] by Rhode Island Blue Cross and Blue Shield. A compliment is much appreciated and we thank you for taking the[2] time to let us know that our services have been of the caliber that we intend them to be.
Sincerely,

Preview: *correspondence* *concerning* *enroll*
advertise *radio* *necessary*

Dear Mr. Nelson: This is in reply to the recent correspondence received by this office concerning Plan[1] 65 coverage. I am sorry to say that you cannot enroll at this time. This can be done only during[2] our annual "Open Enrollment Drive" which usually takes place in September or October. At that time we[3] will advertise in the newspapers, TV and radio. Please contact us then for all the necessary in[4]formation for enrolling in Plan 65.
Sincerely,

Preview: *conversation* *merchandise* *convenience* *apologize* *misunderstanding* *occur*

Gentlemen: With regard to your conversation of this afternoon with our Mr. John Dunn please accept this let[1]ter as your authority to return merchandise valued at $424.50. For[2] your convenience I am attaching herewith a Return Authorization form which includes the appropriate[3] label for acceptance of the merchandise at our Taunton, Massachusetts, warehouse. May I also take this op[4]portunity to apologize for what was apparently a misunderstanding between your firm, our[5] firm and our attorneys. I'm sure that no such problems will occur in the future.
Yours very truly,

Preview: *written* *unearned* *induce* *obligations* *defeated* *discriminating*

Gentlemen: Many letters have been written to you on the subject of $28.80 in un[1]earned cash discount which remains open on your account. However, we have received neither a check nor a reply[2] to date. Cash discounts are allowed for one reason: to induce the customer to pay within a certain peri[3]od of time. They are a reward which the seller of goods offers to the buyer for promptness in meeting his ob[4]ligations. They have to be earned else the purpose is defeated. In this instance we would like to say that we will[5] allow the discount, for we think of you as a very good customer, but that would be discriminating a[6]gainst our thousands of other customers who pay us within our stated terms.
Yours very truly,

Preview: *concerning* *estimate* *advantage*
prostituting *ethics* *necessity*

Gentlemen: Your account has been referred to me by the Credit Department as their letter of May 15, 19[1]67 concerning the deduction of unearned discount remains unanswered. I wonder if you would[2] please take just a moment to consider what cash discount actually is. It is not a little extra discount[3] which is built into the product to lower its price but rather it is inducement offered to each and every[4] one of our customers who pay their bill within the stated terms. I would estimate that 75%[5] of our accounts do exactly that: they pay on time so that they can take advantage of the extra 2%[6] discount. Now I ask you. . . . . .is it fair to those customers to allow you to pay your bill 30 days late and still[7] get the 2%? We would only be prostituting our ethics in doing so. In view of the above, won't[8] you please forward your check in the amount of $27.23, and avoid the neces[9]sity of further action on our part.
Yours very truly,

Preview: *distress* *disconsolate* *assume*
instructions *flow* *balance*

Dear Mr. Haggerty: It was with considerable distress that we heard the news of the Rapid City flood[1] in general and the damage to Haggerty's in particular. It must be a disconsolate situa[2]tion indeed to see seventeen years of hard work go so quickly. Unfortunately, because of the food situ[3]ation on the East Coast as well as Rapid City, firms such as ours are asked to share in many, many such mis[4]fortunes. While we are quite willing to share in them, we cannot assume them, else we would possibly become a mis[5]fortune of our own. Accordingly, I am issuing instructions that the balance due SWANK of $1,1[6]84.76 be dated ahead to February 10, 197[7]3. If at that time there is still a cash flow problem, we will be very happy to consider a further ex[8]tension of all or part of that balance. In the meantime, however, should anything else arise on which we could[9] be of some further help, please feel free to contact the writer directly.
Yours very truly,

Preview: *duplicate* *taxpayers* *authorizing*
compromise *relevant* *communications*

Dear Sirs: Please find enclosed in duplicate an Offer in Compromise of 1966 income tax in be[1]half of the above-named taxpayers. The offer is based on doubt as to liability of the entire[2] amount of tax so that a statement of financial condition is not relevant. There is also enclosed a[3] copy of a Power of Attorney authorizing the undersigned attorneys to represent the taxpay[4]ers, which was originally filed in the office of the District Director, Providence, Rhode Island, in Au[5]gust of 1968. All communications with respect to this offer should be addressed to the under[6]signed attorneys.
Very truly yours,

Preview: *brochure* *didactic* *Dean*
affiliated *acceptance* *Extension*

Dear Miss Gendron: In reply to your letter of March 7, I am enclosing a brochure which will give you the[1] information you need. Most hospitals in Rhode Island are affiliated with Rhode Island Junior College[2] for the didactic part of the training, and in the first instance you will have to apply to the College for ac[3]ceptance and they will refer you to the hospital of your choice. You should reply to Dean Schnorr who is Dean of Ad[4]missions at the College. I will be pleased to show you the Department at any time and to answer any fur[5]ther questions you may have. You may contact me at 351-1200, Extension 611.[6]
Yours truly,

Preview: *pre-survey* *technology* *recommendation*
radiologic *status* *evaluation*

Dear Doctor Bositus: This is to acknowledge receipt of the pre-survey material pertaining to the[1] approved educational program in radiologic technology conducted at The Miriam Hos[2]pital, in affiliation with New England Junior College. The completed forms which you have submitted have[3] been forwarded to the Joint Review Committee on Education in Radiologic Technology for[4] consideration and preparation of a recommendation on continuing approval status, to[5] be presented to the AMA Council on Medical Education. If additional information[6] is needed, you will be advised by the Secretary of the Joint Review Committee. Should you have any ques[7]tion concerning evaluation or accreditation procedures, or if we may be of other assist[8]ance, please let me know.
Very sincerely yours,

Preview: *numerical* *Committee* *technologists*
appreciated *site* *voluntary*

Dear Doctor Bates: As you may know, the Joint Review Committee relocated its offices in March of this year.[1] At this time we are in the process of setting up a new numerical filing system. In order to be[2] sure that all information is current and correct, we are writing every program director for his assist[3]ance. It will be appreciated if you or the educational director will complete the enclosed da[4]ta sheet and return it to us in the enclosed self-addressed envelope. This will help us to be certain that in[5]formation on your program is correct.I would like to report that during the past year over 215[6] site visits have been made. Next year the Committee hopes to double this number. The site visits are accomplished[7] through the dedicated efforts of radiologists and technologists who serve as surveyors on a vol[8]untary basis. We are grateful for their help. Thank you for helping us with the completion of the data form.[9] An early reply will be helpful.
Very truly yours,

Preview: *Advisory subcommittee* *finalized agenda* *stipends notifying*

Dear Dr. Tucker: There will be a meeting of the Radiologic Technician Advisory Committee[1] on Tuesday, April 25, at 4:00 p.m. here at New England Junior College, Building B, fourth floor[2] Conference Room, B405. The subcommittee developing the program of studies for the two-year[3] Associate Degree program has prepared a report which must be discussed by the entire Advisory[4] Committee. The two-year program must be finalized in order for the College to program for the 197[5]3 budget and provide faculty and support for instituting the two-year program. Also on the[6] agenda to be discussed will be the problem of student stipends. Mr. Walter Dixon, Administrator,[7] Notre Dame Hospital, Provincetown, will represent the Hospital Association of New England. Will you[8] please confirm your attendance by notifying my secretary at 331-5510, ex[9]tension 351.
Sincerely,

Preview: *duplicate Compromise* *taxpayers relevant* *authorizing communications*

Dear Sirs: Please find enclosed in duplicate an Offer in Compromise of 1966 income tax in be[1]half of the above-named taxpayers. The offer is based on doubt as to liability of the entire a[2]mount of tax so that a statement of financial condition is not relevant. There is also enclosed a[3] copy of a Power of Attorney authorizing the undersigned attorneys to represent the taxpay[4]ers, which was originally filed in the office of the District Director, Providence, Rhode Island, in Au[5]gust of 1968. All communications with respect to this offer should be addressed to the under[6]signed attorneys.
Very truly yours,

Preview: *prompt* *familiar* *grocery*
independents *independent* *assistance*

Dear Mr. Bussell: Thank you very much for your prompt reply to my March 16 letter and for the enclosures[1] which you sent along. I note that this material states: "This composite statement covers the entire chain oper[2]ation (warehouse and store) and is therefore not directly comparable to retail store operating statments[3] with which independents are familiar." Since I am concerned with an independent retail operation, I[4] wonder if you could steer me to any possible source of reliable information with respect to independent retail grocery operations in the New England or Northeast ar[5]eas. Again, thank you for your assistance.
Sincerely yours,

Preview: *Claims* *lieu* *extra*
Abatement *previously* *retained*

Dear Mrs. Anderson: Please find enclosed an original and one copy of two new Claims for Abatement which[1] I have prepared for filing in lieu of the single Claim previously filed in your behalf and which was returned[2] by the Internal Revenue Service. Please sign and date the original of both Claims and return to this of[3]fice promptly for filing with the Internal Revenue Service. The extra copy of the Claims may be retained[4] by you.
Very truly yours,

Preview: *Corporation* *fiscal* *deficiencies*
Returns *undergoing* *proposed*

Dear Mr. West: This is to inform you that the U.S. Corporation Income Tax Returns of the above-named[1] corporation for the fiscal years ended March 31, 1967, 1968 and 19[2]69 are currently undergoing examination by the Internal Revenue Service. As[3] of this date no deficiencies in tax have been proposed.
Very truly yours,

Preview: *concerning* *several* *impossible*
pending *support* *cooperation*

Dear Mr. Jones: On May 14 I wrote to you concerning your matter pending before the Internal Reve[1]nue Service. At that time I requested that Mrs. Jones sign and return an enclosed form if she had not claimed an[2] exemption for your daughter Ann on her separate 1967 return. I also asked several ques[3]tions concerning your 1967 payments for child support. Although it's almost three weeks since I wrote[4] you I have had no reply. Please let me hear from you; it is impossible to properly represent you be[5]fore the Internal Revenue Service without your cooperation.
Sincerely yours,

Preview: *combination* *primarily* *tanning*
flaker *internals* *trust*

Gentlemen: In answer to your question during my recent visit, we are pleased to advise that we can and have[1] manufactured combination flaker-dryer units. This unit would, however, have to be designed prima[2]rily for one or the other because of the difference in internals and would, of course, have to be a dou[3]ble drum machine. We look forward to hearing from you with regard to the further tests you wish to conduct on your[4] tanning agent. As soon as you decide the type of products required for the combination flaker-dryer,[5] we will be very glad to review your requirements and provide a quotation on this machine. We trust this[6] is the information you require at this time and look forward to working with you on this project.
Very[7] truly yours,

Preview: *questionnaire* *temperature* *project*
bulletin *drying* *anxious*

Dear Mr. Hollis: Confirming our recent telephone conversation, we hope you have received the copy of[1] our Bulletin L-103 and have found the questionnaire attached to the back cover of the bulletin.[2] The small samples of filter cake requested during our conversation have not yet been received, and we are look[3]ing forward to their arrival. We shall also appreciate having the information asked for in the ques[4]tionnaire, particularly the temperature maximum to which the material can be heated without[5] injury, the steam pressure available, and whether stainless steel or any other special material[6] is necessary in contact with the material during drying. We are anxious to cooperate with[7] you in any way we can on this project, and are looking forward to your further advices with great interest.[8]
Very truly yours,

Preview: *periodically* *technique* *seminar*
Hazards *proprietory* *attendees*

Dear Sir: The enclosed technical condensation is the first of our new "Hazards research notes", in which we will pe[1]riodically offer important information relating to fire and explosion evaluations[2] in various process industries. Along with this first edition, we are announcing a new IN-PLANT-SEMI[3]NAR-SERVICE. This is a one-day program to provide your personnel with a comprehensive introduction to[4] theory and applications of Hazards Evaluation technique. The seminar is restricted to your plant[5] so that proprietory process problems can be discussed freely. Seminar fees are nominal and there is[6] no limit to the number of attendees. With the problem of loss prevention in process industries being[7] of increasing concern, HAZARDS RESEARCH CORPORATION can provide valuable assistance to your organi[8]zation. For detailed information on our seminar services, consultation, or test programs, your call[9] is always welcome.
Sincerely,

Preview: *spray* *grinding* *discoloration*
lab *unexpected* *understand*

Dear Mr. Bateman: I wish to take this opportunity to bring you up to date on the test you ran for us[1] on the "Tri-Homo" unit. There has been some delay in having the material spray dried and the dry mate[2]rial analyzed. Based on our lab results, we must conclude that the grinding was ineffectual in achie[3]ving the desired end results of increasing the rate of solution of the product. A second and unexpect[4]ed effect was the serious discoloration of the dried product which, at the moment we do not understand.[5] I want to take this opportunity to thank you again for your help in this matter.
Very truly yours,

Preview: *similar* *horsepower* *aeration*
loop *cyclones* *approximately*

Dear Mr. Smith: We are enclosing with this letter a copy of our flow diagram 1148-F[1]l showing a similar rail car unload and transfer system for handling powders in a closed loop approach. As[2] we indicated, the horsepower requirement for this system is approximately 40 HP[3] on the blower and the rotary feeders, which would be used in your system beneath the cyclones, would require ap[4]proximately ½ HP. One thing in New York that was mentioned during our conversation was the pos[5]sibility of needing an aeration blower. I would suggest that you allow approximately 10 HP[6] for such a blower. I will be glad to give any information you might need on the closed loop[7] design shown on the above flow diagram so that you can better understand the operation.
Very tru[8]ly yours,

Preview: *check* *original* *desired*
joking *blame* *Dunning*

Dear Cliff: My thanks for your check for $7.50 which was received in time to be counted in our first[1] quarter earnings report. All joking aside, I have no idea why you didn't receive the original bill.[2] I would hate to blame the U.S. mails but our experience with them recently has left something to be desired.[3] I am glad you called this matter to my attention because I too feel that the Dunning note is a little o[4]verdone, and I will look into it. Hope to see you soon.
Yours truly,

Preview: *inquiry* *forwarded* *interest*
retarded *agreed* *Association*

Dear Mr. King: Your inquiry about programs in Rhode Island for the retarded will be answered for the[1] Committee by our chairman, Mr. Harold. I have forwarded your letter to him to his home and he has a[2]greed to answer it for us as he has first

hand knowledge of Rhode Island programs that may be of interest to your[3] Association.
Sincerely,

Preview: *Mutual* *policies* *discharged*
documents *understand* *phone*

Dear Gordon: I am now in receipt of a letter from the Mutual Corporation dated February[1] 27, 1973, and a letter of the same date from the Mutual Bankers Life Insur[2]ance Company which satisfied the requirements set forth in my letter addressed to you of February[3] 16, 1973. With these documents in hand, we will now go forward and any of the loans which[4] you send to us it is anticipated that we will not be in receipt of the life insurance policies.[5] As I understand it, we are to hold the policies which we now have under existing loans until they are[6] fully discharged or until such time as you may actually request that these policies be returned to[7] you or directly to the physicians involved. I believe this covers all aspects of the policy situ[8]ation, and as I mentioned to you on the phone the other day, I am working on the reserve account situ[9]ation. Should you have questions on the above, please feel free to contact me.
Sincerely,

Preview: *tendered* *redepositing* *honored*
insufficient *cooperation* *presented*

Dear Mr. Peterson: Your check for $79.05, tendered for the premium due April 2[1]5, has been returned by the bank unpaid with the notation *insufficient funds.* We appreciate that the[2] return of the check may have been due to an error. Therefore, we are redepositing the check immediate[3]ly and request your cooperation in seeing that it is honored when again presented for payment.
Sin[4]cerely yours,

Preview: *enclosed* *unused* *crediting* *cooperation*

Gentlemen: Enclosed is your ticket No. 006 4800 418 819[1] issued to K. Vent. We would appreciate your crediting the unused portion of this ticket, Shreveport to At[2]lanta, to our Company Account AA 13662. Your cooperation is appreciated.[3]
Sincerely,

Preview: *quickly* *students* *immediately*
postponed *benefit* *apologies*

Dear Mr. Beauregard: I am sorry about the delay in getting this film to you as quickly as I had[1] hoped we would. The group that had it postponed the showing beyond their original date of January 6, so[2] we are now rather behind in our waiting list. I hope you and your students enjoy and benefit from the film.[3] When you have finished with it, please return it to me by mail or drop it off at any Industrial Nation[4]al Branch. If you decide on the latter, please be sure that the branch secretary is instructed to return it[5] to me by inter-office mail immediately in care of the Public Affairs Department. Again, my a[6]pologies for the delay.
Sincerely,

Preview: *submitting* *interesting* *company*
education *training* *endeavors*

Dear Mr. Vincent: Thank you for submitting your application stating your education and experience.[1] The position for which you have applied, however, has been filled. You present an interesting application, and with your permission, we will keep it[2] on file for any future openings commensurate with your training and experience. Thank you again for[3] your interest in our company, and best wishes to you in your future endeavors.
Yours very truly,

Preview: *information* *transcript* *possible*
special *advertisement* *future*

Dear Mr. Picotte: Thank you for sending us the information about the special issue of *The Wall Street Tran*[1]*script* planned for May 22. We have decided not to place an advertisement in that issue, but we will[2] keep the *Transcript* in mind for possible future advertising.
Sincerely,

Preview: *task* *suggesting* *subcommittees*
force *together* *reviews*

Dear Ken: It has been a couple of weeks since the meeting of the Task Force and I am writing this letter, suggest[1]ing you give me a call as soon as possible so that we can get together and work up the subcommit[2]tees, and get them started on their reviews. I shall await your call.
Sincerely,

Preview: *although* *resume* *develops*
appreciate *something* *distant*

Dear Mr. Kruz: Although there are no present openings at KPRI-TV, I do appreciate re[1]ceiving your letter and resume. If something develops in the not too far distant future, we shall be in[2] touch with you.
Sincerely,

Preview: *sufficient* *legislative* *pertains*
pamphlets *paragraph* *committees*

Dear Dick: We had a sufficient supply of the "Let's Talk It Over" pamphlets to send to our full membership and[1] after staff review we decided we would mail them with our *Action On The Hill* which is our state legislative[2] bulletin. Enclosed is a copy of the *Action On The Hill* and I call to your attention the second par[3]agraph from the bottom entitled "Let's Talk It

Over." The other material pertains to our represent[4]atives and senators and their committees. Hope that everything is going well in Iowa.
Sincerely,

Preview: *comments* *through* *whenever*
although *forward* *convenient*

Dear Miss Jette: Thanks so much for your kind comments. Although I shall be out of town from March 26 through the 2[1]8, I shall look forward to meeting you at some early time. Please give me a call whenever it is convenient for[2] you.
Sincerely,

Preview: *reemphasize* *maximized* *heck*
enthusiasm *flawless* *satisfied*

Dear Bill: Just a short note to reemphasize the enthusiasm I feel for the quality of your "tour" service.[1] In short, you and Helene did an absolutely magnificent job in assuring that every detail of our[2] trip for 130 people to Paris was handled in a way which maximized the enjoyment we[3] all experienced. Your organization of detail was flawless, the accommodations were excellent and,[4] overall, you did one heck of a job. Thanks for everything from me and our 130 satisfied cus[5]tomers.
Sincerely,

Preview: *developments* *informed* *common*
facilities *reciprocal* *privileges*

Gentlemen: Just a note to let you know how pleased I am with the latest developments in expanding the Club[1] facilities in this building as well as with your Newsletter keeping members informed of such plans. I would like[2] to suggest that you explore reciprocal relations with the Worcester Club in Worcester, Massachusetts. This is[3] a very fine Club and has much in common with the other Clubs where we now have reciprocal privileges.[4]
Cordially,

Preview: *pursuant* *vehicles* *inter alia*
memorandum *bankers* *registration*

Dear Mr. Beauregard: Pursuant to request contained in your memorandum to the writer dated April[1] 3, 1973 enclosed, as at April 6, 1973, is a tabulation of all[2] New River Electric Light Company vehicles leased from Bankers Leasing Corporation and setting forth, in[3]ter alia, the vehicles' registration numbers, etc.
Very truly yours,

Preview: *accordance* *Commonwealth* *transmittal*
quadruplicate *additionally* *certificate*

Dear Dominic: In accordance with past practice, enclosed in quadruplicate is partially executed New[1] River Electric Light Company's Certificate of Condition - 1971, accompanied by[2] a check for $25.00 payable to the Commonwealth as a filing fee. Additionally, an o[3]riginal and two copies of a transmittal letter, intended to accompany the Certificate re[4]ferred to above, are enclosed. You will note that the transmittal letter has been purposely left *UNDATED.*
Very[5] truly yours,

Preview: *it's* *improvement* *implementation*
gratifying *explore* *action*

Dear John: We certainly appreciate your favorable comments regarding BVE property treatment[1] in the East Riverview Rehabilitation areas. It's always gratifying to know that our commun[2]ity improvement efforts are recognized by civic leaders and city officials. Your suggestions about[3] the Maryland Avenue area are well taken. We plan to explore several possibilities and are[4] checking cost estimates for possible implementation. We shall advise you as soon as possible on[5] what action will be taken. Thank you again for your concern.
Yours very truly,

Preview: *Credit* *appreciated* *outstanding*
inasmuch as *cash* *account*

Gentlemen: We are holding your Credit Memo No. 515 in the amount of $93.5[1]0 which you issued to us on January 25, 1971. A copy is enclosed.[2] Inasmuch as we do not know when we will have an order for any of your material, we would appre[3]ciate your sending us a cash refund to replace the credit memo. It is necessary that we clear this[4] outstanding amount from our account with your company.
Very truly yours,

Preview: *merchandise* *partial* *balance*
saleable *credit* *consuming*

Dear Mr. Lacks: We are in receipt of your credit in the amount of $359 for merchan[1]dise returned to you. Your credit number 5951, 11-20-72. You indi[2]cated that you were unable to issue full credit for all of the merchandise as some were not in salea[3]ble condition. Certainly some of this merchandise could be sold slightly below regular price, and therefore, we[4] feel at least partial credit should have been given for the merchandise. On your statement dated 11-2[5]0-72, you indicated a balance still due of $126.60.[6] Rather than get involved in much letter writing or time consuming and costly telephone calls, we are willing[7] to settle the balance due for half of the amount indicated, or $63.30.
Sincere[8]ly yours,

Preview: *reevaluated* *maintain* *listing*
catalogs *recent* *cooperation*

Dear Mr. Kruppa: We have recently reevaluated our present stock of catalogs. We have found that[1] we need more recent materials to maintain our learning resource center effectively. Therefore, we would great[2]ly appreciate any new 1973 listing of materials that you now have availa[3]ble. Thank you for your cooperation.
Sincerely,